Effective: 19 July 2023

APPENDIX C. COMPLETING AND LODGING A WWC CHECK APPLICATION

New applications are made by completing a hardcopy form. Individual hardcopy application forms are available from authorised Australia Post outlets and bulk orders can be requested from the Department of Communities' WWC Screening Unit. Completed hardcopy applications are to be lodged at an authorised Australia Post outlet.

Applications for renewal of a WWC Check can be made via the Department of Communities' WWC Screening Unit's online renewal system or by hardcopy. If a person needs to update their name or photograph on their WWC Check, a hardcopy application is required to be lodged when the person's WWC Check is due for renewal.

When completing an application for a WWC Check, be sure to:

- Select the most appropriate category of child related work. The most common category for department employees is "category 3 – an educational institution for children" however other categories may be appropriate depending on a person's role.
- Include the school or worksite name and address of the organisation where the individual is engaging in child-related employment in full.
- Apply for a **paid** WWC Check if they are a Department employee.
- Have the application signed or electronically approved by the site manager or their nominee. In practice this means:

Applicant	Approver
School based staff, including casual and relief staff [(a)] Swimming instructors based in regional areas [(b)] Visitors and volunteers engaged in child-related employment at a school who do not already hold a WWC Check	Principal[(c)] of the school or their nominee[(d)]
Casual and relief school-based staff pools[(a)]	Recruitment or Principal[(c)] of the school or their nominee[(d)]
Principals Individuals based at, or attached to, an Education Regional Office undertaking child-related employment	Director of Education or their nominee [(e)]
Individuals based at, or attached to, Central Office or another non-school based site undertaking child-related employment Residential College staff	Site manager (Director or higher)
Swimming instructors based in the metro area	Swimming and Water Safety branch

(a) *Applications for casual or relief school staff can be signed by a representative of Recruitment or can be signed by the Principal or nominee at the applicant's nearest local school.*
(b) *This is the instruction given by the Swimming and Water Safety branch.*
(c) *This includes persons acting in the Principal role.*
(d) *This duty may be assigned to a Deputy or Associate Principal, a Business Manager or a Manager Corporate Services.*
(e) *This duty may be assigned to a Coordinator Regional Operations*

- Site managers are to include their name and position where required in the hardcopy application or online renewal form (for example, Name of employer authorised representative: John Smith, Position of employer representative: Principal).

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees. CC BY

Signing or electronically approving a WWC Check application is a declaration the approver, as the employer representative, intends to engage the applicant in child-related employment. It is **not** a character reference for the individual.

Guidance

For more information on how to apply for a WWC Check visit the Department of Communities WWC website www.workingwithchildren.wa.gov.au

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