

## APPENDIX D. REIMBURSEMENT OF THE WWC CHECK APPLICATION FEE

As per the Circular to Departments and Authorities No. 6 of 2008, the Department of Education reimburses the WWC Check Application fee for eligible employees and volunteers.

### D.1. ELIGIBILITY CRITERIA FOR REIMBURSEMENT

Employees and volunteers are eligible for reimbursement from the Department of Education if they:

- are currently employed or engaged at a Department of Education site in child-related employment (this includes full-time, part-time, fixed-term, relief and casual employees)
- are renewing their WWC Check to continue working for the Department of Education
- are obliged to apply for a WWC Check after a change to their role to include child-related work
- have obtained a signature or approval for their WWC application from an authorised Department representative, and not through another organisation
- request a reimbursement within 12 months of renewing their WWC Check
- have not had an application cancelled by the WWC Screening Unit because they reapplied for their WWC Check more than 3 months prior to their current expiry date
- have not been issued with a Negative Notice or Interim Negative notice prior to being reimbursed.

### D.2. INELIGIBLE FOR REIMBURSEMENT

The Department **does not** reimburse the WWC Check application fee for:

- new employees or volunteers obliged to obtain a WWC Check in order to commence with the Department
- employees who have not paid the cost of an employee WWC Check
- former employees or volunteers
- employees of non-government schools
- volunteers at non-government schools
- external providers
- students on placement (practicum students).

#### Guidance

A volunteer or non-employee assigned to a school by an external organisation is not eligible for a reimbursement from the Department. For example, a volunteer from EdConnect Australia or a chaplain from YouthCare.

An employee who has renewed their WWC Check through an outside organisation is not eligible for a reimbursement from the Department. For example, if an employee has renewed their WWC Check through a charity organisation they volunteer with.

Schools should remind their employees they are required to have their site manager (or nominee) sign their application form when renewing their WWC Check and should not be renewing via an outside organisation.

### D.3. PROCESS FOR REIMBURSEMENT

Eligible employees are to be reimbursed by triggering a reimbursement on their employee record in the WWC Recording System. The reimbursement may be triggered by the site manager or their nominee. The reimbursement will be processed and paid to the employee via their payslip within two pay periods of the trigger date.

Employees are not permitted to trigger their own reimbursement in the WWC Recording System. An alternative nominee at their site should determine their eligibility to receive a reimbursement, update their receipt details and trigger the reimbursement in the WWC Recording System on their behalf.

Eligible volunteers seeking a reimbursement complete a WCC Manual Reimbursement form, have it signed by their site manager and provide a copy of their application receipt or WWC Check as evidence of their application. Manual reimbursement forms are to be sent to [wwcc.query@education.wa.edu.au](mailto:wwcc.query@education.wa.edu.au). Manual reimbursements are processed on a monthly basis.

#### **Guidance**

A User Guide is available within the WWC Recording System which provides information on how to trigger an employee's reimbursement.

For queries regarding WWC Check reimbursements for employees or volunteers [wwcc.query@education.wa.edu.au](mailto:wwcc.query@education.wa.edu.au).