

LICENCES AND CERTIFICATES

WORKING WITH CHILDREN CHECK

WORKING WITH VULNERABLE PEOPLE CHECK

AGED CARE SECTOR EMPLOYMENT CHECKS

We must all work together to keep children and vulnerable people safe and protected from harm. Each state or territory administers a framework for working with children or vulnerable people. This framework provides continuous assessment of a person's criminal history in accordance with specific legislation. These checks are mandatory for your eligibility to attend placement in an environment with children or vulnerable people. In addition, some states and territories require the student to complete additional Aged Care Sector employment checks to be eligible for placement.

REQUIREMENT

You are required to provide evidence of working with children or vulnerable persons or aged care sector security check for the state or territory where you will undertake your WIL placement. Please refer to the instructions and links for the state or territory that applies to you.

The approved form of evidence (what to submit in Sonia) is to be submitted before the closing date that is designated for the WIL placement unit. It is mandatory for students to maintain current evidence for the duration of their course.

VALID: Expiry date

INSTRUCTIONS AND LINKS

Students must apply for the relevant clearance and security checks in the state or territory they are attending placement. **Please select the link below for the state or territory where you will be attending placement.**

Reciprocal Arrangements - Please note that reciprocal arrangements for working with children checks between states and territories may not apply or do not cover placements. If a student has a working with children check or working with vulnerable people check in their state or territory of residence, they still must apply for the relevant clearance and security checks to be eligible to attend placement in that state or territory.

[Queensland](#)

[New South Wales](#)

[Australian Capital Territory](#)

[Victoria](#)

[Tasmania](#)

[South Australia](#)

[Western Australia](#)

[Northern Territory](#)

[Need Assistance? Contact WIL Compliance](#)



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QUEENSLAND

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| How do I apply? | Apply for a Working with Children Check (WWCC) online using the Blue Card Services Online Portal . Before you commence your application, please view the Blue Card Services video : How to use the online portal. In Queensland, the WWCC (QLD) is also often referred to as a 'Blue Card.' |
| What do I do when I commence my application? | Once you receive your application ID, please contact WIL Compliance wilcompliance@cqu.edu.au with your application ID details and we will link your WWCC (QLD) application to CQUniversity. |
| What do I do if I already have a WWCC (QLD) Card? | If you have a current WWCC (QLD) with another organisation or university, please contact WIL Compliance wilcompliance@cqu.edu.au with your card details and we will link your WWCC (QLD) to CQUniversity. |
| How do I apply for a WWCC if I reside outside of QLD? | Students residing outside of Queensland and attending WIL placement within Queensland, will need to apply for a remote pack. Please view the instructions for how to apply for a WWCC using a remote pack . |
| What if my course also requires an NDIS card for placement? | You can apply for the WWCC and NDIS cards at the same time using the Disability Worker Screening Portal . This is available for Queensland residents only. Please see the NDIS Worker Screening Clearance Card WIL Article for how to apply for a joint WWCC & NDIS Clearance. |
| What you should know | If you have been convicted of a disqualifying offence you cannot apply for a Blue Card. Please contact your WIL Placement Officer to discuss. Applications for students/volunteers are free of charge. Processing times are usually 6-8 weeks, however at times there may be a delay. It is recommended your WWCC is applied for as a priority. |
| What to submit to Sonia | For Queensland WIL placements, students in the Education courses are required to upload a photo of their WWCC card to comply with Department of Education policy. Students in all other courses do not need to upload evidence as the WIL team receive this information directly from the Blue Card Services Portal. Your evidence must be current and not expired. |
| OTHER SECURITY CHECKS | |
| Working with Vulnerable People Check | Students attending placement in Queensland are not required to obtain a working with vulnerable people check. This is covered by WWCC and NDIS worker screening. |
| Aged Care Sector Employment Checks | Students attending placement in Queensland are not required to obtain an aged care worker screening check. Students must hold an NDIS Worker Screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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NEW SOUTH WALES

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| Working with Children Check Education Courses | Students attending placement in Education Courses must complete a Working with Children Check Declaration for Child Related Work – Tertiary Practicum Students . Please follow the instructions in the link above for how to apply. |
| Working with Children Check Health Courses | A Working with Children check is not required for New South Wales placements for students attending placement in Health, Nursing and Clinical Sciences courses. |
| OTHER SECURITY CHECKS | |
| Working with Vulnerable People Check | Students attending placement in New South Wales are not required to obtain a working with vulnerable people check. |
| Aged Care Sector Employment Checks | <p>Students attending placement in New South Wales may be required to complete and sign the Aged Care Statutory Declaration. If this applies to you, your WIL Placement Officer will assign this mandatory security check to your Sonia profile.</p> <p>Students attending placement in Aged Care in New South Wales must hold an NDIS worker screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care.</p> |
| What if my course also requires an NDIS card for placement? | If your course requires an NDIS Card, you will need to apply and nominate CQUniversity as the employer name. Please see the NDIS Worker Screening Clearance Card WIL Article for how to apply and how to nominate CQUniversity. |



AUSTRALIAN CAPITAL TERRITORY

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| How do I apply? | The Australian Capital Territory Working with Vulnerable people check includes a security check for working with children or adults experiencing disadvantage. Apply online at Apply for a WWVP Registration |
| Additional information Education students only. | Students attending WIL placement within Education Courses are required to have a current ACT Working with Vulnerable People Card, to submit their application for ACT Pre-Service Teacher Registration . It is recommended to apply for your WWVP as a priority. |
| Additional information | <ol style="list-style-type: none"> 1. Complete your WWVP registration application online. 2. Visit an Access Canberra Service Centre to: <ul style="list-style-type: none"> • Verify your identity documents • Take a photo for your registration card • Lodge your application 3. Your WWVP card will be mailed to you. |
| What if my course also requires a NDIS card for placement? | In ACT, the application for a WWVP registration with NDIS clearance uses the same forms and processes. When you apply for WWVP registration including NDIS clearance you need to link your NDIS card to CQUniversity. Please see the NDIS Worker Screening Clearance Card WIL Article for how to nominate CQUniversity. |
| What you should know | Applications for students/volunteers are free of charge. Due to application processing times, you will need to apply at least six weeks before the closing date prior to your WIL placement. |
| What to submit to Sonia | Upload a scanned or photo image of your WWVP card. Your evidence must be current and not expired. |

OTHER SECURITY CHECKS

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| Working with Children Check | Students attending placement in the ACT are not required to obtain a separate Working with Children check. The WWVP includes a security check for working with children. A vulnerable person can be a child, or an adult experiencing disadvantage. |
| Aged Care Sector Employment Checks | Students attending placement in the ACT are not required to obtain an aged care worker screening check. Students must hold an NDIS Worker Screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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VICTORIA

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| How do I apply? | Apply online for a Working with Children Check via Services Victoria . |
| What do I do if I have a current WWCC (VIC) card? | If you have a current WWCC card, you must advise Services Victoria and update your details to include CQUniversity as your organisation details. You must submit your WWCC clearance letter or card, which shows CQUniversity as the organisation. |
| How do I Renew my WWCC (VIC) card? | If you have a current WWCC (VIC) card, you must renew your card to remain eligible for placement. Please follow the instructions for Renewing your Working with Children Check (VIC) . |
| Additional information | Whether you are applying for a Working with Children Check from within the state or from interstate, on your application enter the following details: Organisation Name: CQ UNIVERSITY AUSTRALIA Postal number and street: BUILDING 5 Postal Address Line 2: BRUCE HIGHWAY Suburb: NORTH ROCKHAMPTON State: QLD Postcode: 4701 Phone: 07 4930 9124 |
| | In Victoria: Fill in the online form and verify your ID either online or at a Post Office. From interstate: Read the instructions for interstate applicants and see here for instructions for verifying your identity . |
| What if my course also requires a NDIS card for placement? | The WWCC card for Victoria does not combine the NDIS requirement. NDIS applications are not free of charge in Victoria. Please follow the instructions in the NDIS Worker Screening Clearance Card WIL Article to apply for free. |
| What you should know | Applications for students/volunteers are free of charge. Services Australia advises it may take between 3-12 weeks for WWCC applications to be processed. It is recommended to apply for your WWCC as a priority. |
| What to submit to Sonia | Upload a scanned or photo image of your current WWCC card or Letter. |
| OTHER SECURITY CHECKS | |
| Working with Vulnerable People Check | Students attending placement in Victoria are not required to obtain a working with vulnerable people check. This is covered by WWCC and NDIS worker screening. |
| Aged Care Sector Employment Checks | Students attending placement in the ACT are not required to obtain an aged care worker screening check. Students must hold an NDIS Worker Screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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TASMANIA

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| How do I apply? | Apply for a Working with Vulnerable People Check via the Tasmanian Government - How to Apply |
| Additional information | <ol style="list-style-type: none"> If you are applying as a student only, select Volunteer. <ul style="list-style-type: none"> If you also need your registration for employment, select Employment/Volunteer. Finish all required sections of the online application and submit. Print the application receipt or write down your ref number. Pay the application fee online by credit card or pay in person. Visit any Service Tasmania Centre to: <ul style="list-style-type: none"> have your photo taken pay the application fee if you have not already paid online accept the Terms and Conditions if someone has filled out the form on your behalf. <p>Interstate and overseas applicants: Please click this link if you are applying outside of Tasmania.</p> |
| What if my course also requires a NDIS card for placement? | Before applying for NDIS worker screening, you first must apply for a registration to work with children with an NDIS endorsement. To get this endorsement, your NDIS employer must verify your status. Your application will NOT proceed without this verification. Please see Instructions for how to apply for a work with children with an NDIS endorsement . |
| What you should know | <p>Fees apply for Tasmania.</p> <p>Processing times may take up to six weeks to complete. However, at times there may be a delay in processing an application. It is recommended to apply for your WWCC as a priority.</p> |
| What to submit to Sonia | Upload a scanned or photo image of your WWVP card. Your evidence must be current and not expired. |
| OTHER SECURITY CHECKS | |
| Working with Children Check | Students attending placement in Tasmania are not required to obtain a working with children check. The working with vulnerable people check includes children and vulnerable adults. |
| Aged Care Sector Employment Checks | Students attending placement in Tasmania are not required to obtain an aged care worker screening check. Students must hold an WWVP with an NDIS endorsement / NDIS Worker Screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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SOUTH AUSTRALIA

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| How do I apply? | Apply for a Working with Children Check via the South Australian Government Screening Unit. – How to Apply |
| Additional information | <p>Before you start your application, you will need ID documents as evidence of your address for the last 5 years.</p> <ol style="list-style-type: none"> Select Working with Children Check. <ul style="list-style-type: none"> Students will be informed if their placement provider requires you to apply for the additional Vulnerable Persons Check. You will receive an email called Setup your account at forms.sa.gov.au to complete your application. Your clearance outcome will be emailed to you. |
| What if my course also requires a NDIS card for placement? | The South Australian Government includes the NDIS application in the same application portal as the working with children check. Please ensure you select NDIS screening at the same time as you apply for your WWCC. |
| What you should know | <p>Fees apply for South Australia.</p> <p>Processing times may take up to six weeks to complete. However, at times there may be a delay in processing an application. It is recommended to apply for your WWCC as a priority.</p> |
| What to submit to Sonia | <p>Upload a scanned or photo image of your WWCC card. Your evidence must be current and not expired.</p> <p>If Aged Care Sector Employment Check is assigned to you, upload a copy of your aged care sector employment check.</p> |
| OTHER SECURITY CHECKS | |
| Working with Vulnerable People Check | As per South Australian Government guidelines, if your work requires you to have a Working with Children Check or an NDIS worker check you do not need a vulnerable person-related check. |
| Aged Care Sector Employment Checks | <p>As per the South Australian and Commonwealth Government guidelines, you are required to obtain a DHS Screening Unit aged care sector employment check (South Australia only) AND Australian Federal Police (AFP) National Police Clearance Type 37 AND NDIS worker screening check for placements in Aged Care.</p> <p>If you require an Aged Care Sector Employment Check – this will be assigned to your checks profile on Sonia.</p> |



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WESTERN AUSTRALIA

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| How do I apply? | New applications are completed on a hardcopy form. You must obtain an application from an authorised Australia Post outlet and read the information available online at WA Working With Children Check Application and Renewal Process . |
| What if I need to renew a current WWCC? | Renewals may be completed online. It is essential that students contact WIL Compliance for the details of the current organisation representative prior to renewing your WWCC. Please Note: CQUniversity is unable to confirm your student status with WA WWCC Screening Unit unless the correct organisation contact is listed on your renewal. |
| How do I apply if I live outside of WA? | Students who reside outside of Western Australia and are attending placement in Western Australia, will need to submit their application via an Australia Post Office authorised to process WA WWCC. If this applies to you, please contact the WIL Compliance Team for assistance. |
| Additional information | <p>The following information is necessary to complete your application:</p> <p>PART 5: Child-related work details:</p> <ul style="list-style-type: none"> • The Category of child-related work is 13 • The Name of the organisation is CQUniversity • The Applicant's job title/role is Student <p>Please leave sections 6 and 7 blank for CQUniversity to complete.</p> <p>Please express post your application to the WIL Compliance Team at the following address and include a self-addressed express post envelope for us to return your application to you:</p> <p>WIL Compliance Team CQ University North Rockhampton Campus EQID – Ground Floor, Building 5 Bruce Highway, Norman Gardens QLD 4701</p> |
| What if my course also requires a NDIS card for placement? | The WWCC card for Western Australia does not combine the NDIS requirement. NDIS applications are not free of charge in Western Australia. Please follow the instructions in the NDIS Worker Screening Clearance Card WIL Article to apply for free. |
| What you should know | Fees apply for Western Australia. Processing times may take up to eight weeks to complete. It is recommended to apply for your WWCC as a priority in the event the application process is delayed. |
| What to submit to Sonia | Upload a scanned or photo image of your current WWCC card. |

OTHER SECURITY CHECKS

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| Working with Vulnerable People Check | Students attending placement in Western Australia are not required to obtain a working with vulnerable people check. This is covered by the working with children check and NDIS worker screening check. |
| Aged Care Sector Employment Checks | Students attending placement in Aged Care in Western Australia must hold an NDIS worker screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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NORTHERN TERRITORY

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| How do I apply? | Working with Children Check applications for placement in the Northern Territory are completed online via NT SAFE online Services . The working with children check is also called an 'Ochre Card' in the Northern Territory. |
| Additional information – Volunteer Fee | If you are applying as a Volunteer and wish to pay the reduced volunteer fee: Please contact the WIL Compliance Team and request a Volunteer Declaration Form to apply for a NT working with children check. |
| What if my course also requires a NDIS card for placement? | NDIS worker screening may be completed via the NT SAFE online services portal along with your WWCC. However, an application fee applies to the NT NDIS worker clearance and the volunteer concession for an NDIS application <u>does not</u> apply to university students attending placement. Please follow the instructions in the NDIS Worker Screening Clearance Card WIL Article to apply for free. |
| What you should know | Fees apply for the Northern Territory. Please see the information above to apply for the volunteer concession fee. Processing times may take up to eight weeks to complete. It is recommended to apply for your WWCC as a priority in the event the application process is delayed. |
| What to submit to Sonia | Upload a scanned or photo image of your current WWCC card. |

OTHER SECURITY CHECKS

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| Working with Vulnerable People Check | Students attending placement in the Northern Territory are not required to obtain a working with vulnerable people check. This is covered by the working with children check and NDIS worker screening check. |
| Aged Care Sector Employment Checks | Students attending placement in Aged Care in the Northern Territory must hold an NDIS worker screening clearance and Australian Federal Police (AFP) National Police Clearance Type 37 for placements in Aged Care. |



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RELATED WIL ARTICLES

Find out more about MANDATORY CHECK CLOSING DATES and SONIA in the related MyCQU articles.

CONTACT THE WIL TEAM

(07) 4930 9124

Mandatory Checks:

WILCompliance@cqu.edu.au All schools

Placements:

WIL-NMSS@cqu.edu.au School of Nursing, Midwifery and Social Sciences

WIL-HMAS@cqu.edu.au School of Health, Medical and Applied Sciences

WIL-EduArts@cqu.edu.au School of Education and the Arts

WIL-SBL@cqu.edu.au School of Business and Law

Complaints: and Feedback:

Information is [available here](#) in relation to complaints and feedback.

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