



Working With Vulnerable People.

Registration Information for Volunteers.

In July 2014 the Tasmanian State Government introduced changes to the “Working with Vulnerable People Act 2012”. The purpose of the legislative changes was to introduce significant improvements to processes in which children & vulnerable people are protected. One of those process improvements is the introduction of the “Working with Vulnerable People Check” also known as the “Working with Children check”.

Previously, Dominic College has managed the Police Check applications through the Tasmanian Catholic Education Office on behalf of the volunteers. Under the new legislation it is a requirement that all volunteers personally apply for their own check which will need to be renewed by each volunteer every three years. The College will be required to verify all volunteer registration numbers with the Tasmanian Department of Justice.

Applications for registration to the Department of Justice can begin immediately with all registrations needing to be finalised, verified and in place by 1 October 2015. Please note, it is a legal requirement that all persons participating as a volunteer in a Catholic School on or after 1 October 2015 must have the new WWVP registration completed before voluntary work is commenced or continued. There are however allowed exemptions from registration. Exemption information can be found here.

http://www.justice.tas.gov.au/_data/assets/pdf_file/0007/284362/Exemptions_from_Registration.pdf. If you feel you are exempt as per the above document, please notify the business office.

The cost of obtaining WWVP registration (\$17.76) will be fully reimbursed by the College upon the documented completion of the WWVP application and once a volunteer role has been taken up, for example, as a coach or manager of a College sports team or classroom help.

Registration and reimbursement process.

Step 1. - Fill in the online application form as soon as possible.

Go to the Working with Children Registration website at -

http://www.justice.tas.gov.au/working_with_children/application and fill in the online application form. **Note:** In the online application form under the section “Child- related activity” please select “Child education services (Non-Government)”

If you don't have access to the internet or require assistance with the application, a computer is available for you in the Dominic College business office where staff are available to assist. You can also call the Dept. of Justice on 1300 13 55 13 for assistance. Please ensure that the details you provide on the form are exactly the same as the details on your proof of identity documents. (See below for further information on Proof of Identity)

Once you have completed and submitted the online form, you will be presented with an application receipt which needs to be printed. This printed receipt is important for the next step. If you cannot print the receipt for any reason, please be sure to write down the application ‘reference number’ which is required for the next step.

Step 2. - Present your Application, Proof of Identity and payment at Service Tasmania.

Go to a Service Tasmania shop with your -

- I. Application receipt or reference number
- II. Proof of identity (see below)
- III. Payment (\$17.76 for volunteering)

You must bring all three items with you to a Service Tasmania for your application to proceed.

Please present the above documentation to Service Tasmania as soon as possible.

You cannot send someone in with your identity details. You must appear in person at Service Tasmania with your own documentation.

Once your application has been submitted to Service Tasmania, please contact the Dominic College business office and provide your application 'reference number'.

To find a Service Tasmania shop near you - www.service.tas.gov.au/about/shops/

Step 3. - Claim your application reimbursement.

Once your application has been completed and you have received your WWVP card, please present your payment receipt and WWVP card to the Dominic College business office for reimbursement. A visual sighting of your card is required and it will be copied for our records.

Further Information:

Proof of Identity.

Proving your identity is an important step in the application process. This step establishes your identity including your age and residential address with the department of Justice.

You must provide proof of your identity when completing the application process with Service Tasmania. The best way to prove your identity is by presenting an Australian Photo Drivers Licence with your correct and current name and address details on it. However, if the name and/or address details are not correct on your driver's licence, or if you don't hold a driver's licence, then there are other ways to provide proof of your identity. Please read the fact sheet 'Proof of Identity' at the Working with Children registration website:

www.justice.tas.gov.au/data/assets/pdf_file/0015/300408/Proof_of_Identity_Fact_Sheet_1.0.pdf

Receiving your results.

If your application is successful, your WWVP Card will be posted out to you. You can follow the progress of your application by submitting the required details on the following Page.

<https://wwcforms.justice.tas.gov.au/RegistrationSearch.aspx>

The Department of Justice will contact you by either post or email (whichever you have indicated on your application form) should there be any issues with your application. The application process will take time, so it's important to allow 8-10 weeks for your application to be processed. We recommend you apply as soon as possible and no later than **30th June 2015**.

For more information regarding the Registration application process contact the Department of Justice,

By Phone: 1300 13 55 13 or Email: workingwithchildren@justice.tas.gov.au

Frequently asked Questions: www.justice.tas.gov.au/working_with_children/faqs

Enquiries regarding the College procedures may be made at the business office or forwarded by email to complianceadmin@dominic.tas.edu.au