



Department for Child Protection
Government of Western Australia



Students on Practice/Work Placement Information for Students, Education Providers, and Placement Providers

Do students working with children as part of their studies need to have a WWC Check?

Yes. Students aged over 18 years of age are required to have a WWC Check when their course requires them to carry out practical training that brings them into contact with a child in connection with one of the categories of child-related work (for a list of categories of child-related work see Factsheet 1: "What is child-related work?" available at www.checkwwc.wa.gov.au). Students are only required to pay the volunteer fee of \$10 for the WWC Check. Once a WWC Check is complete students will be issued with a WWC Card that is valid for 3 years across all categories of child-related work, and in volunteer or paid work.

When do students apply for a WWC Check?

Students may only apply for a WWC Check once they know a placement involving child-related work has been arranged for them. Students working with children aged 13 - 17 years of age are not required to apply for a WWC Check until 1 January 2008. All other students, except those students whose placements are in connection with a child care service, should apply once they know a placement has been arranged for them or before they have completed 5 days of child-related work in any calendar year. Students whose placements are in connection with a child care service must apply prior to starting their placement. **Students under 18 years who are volunteers are exempt and should not apply for a WWC Check until they turn 18.**

Does the education provider or the placement provider sign the student's WWC application form?

The Working with Children Screening Unit will accept WWC Check application forms signed by **education providers** as the employer certifying that the applicant student is, or is proposed to be, employed in child-related employment. Education providers include Universities, TAFEWA Colleges and other educational institutions and providers. **Education providers must not sign an application form until the practice/work placement arrangement has been arranged.** Applications signed by the placement provider (being the persons with whom students are placed) will also be accepted if the circumstances require it.

Who will be notified of the outcome of the WWC Check?

The student and the employer (being either the education provider *or* the placement provider depending on who signed the student's application form) will receive notice of the outcome of the WWC Check. The student will receive a WWC Card, or notice advising they have been issued with an Interim Negative Notice or a Negative Notice preventing them from carrying out child-related work. The employer will receive a copy of what was sent to the student.

Obligations of Employers & Students

Both the education provider and the placement provider (regardless of who signs the form) are "employers" of students on placement for the purposes of the WWC Act. The WWC legislation places a number of obligations on employers, so it is important that both education providers and placement providers know and understand their responsibilities. Factsheet 3a: Check list for Employers & Volunteer Organisations provides further information about the obligations of Employers and is available at www.checkwwc.wa.gov.au.

Students also have obligations. Factsheet 3b: Employees & Volunteers – Checklist and Obligations provides further information about the obligations of Students (who are considered Volunteers under the WWC Act) and is available at www.checkwwc.wa.gov.au.

Information for Placement Providers where the Education Provider has signed as Employer

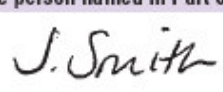
Placement providers should ask a student to produce their WWC Card (or receipt showing that an application for a WWC Check has been made) and they may also check the validity of a WWC Card by visiting the WWC website and keying in the WWC Card number at any time.

Placement providers can offer practice/work placement to students who have not yet applied for a WWC Card as long as:

- The student applies for a WWC Check before completing 5 days of child-related work in any calendar year; and
- The placement is not in connection with a child care service.

Placement providers have the same obligations as employers under the WWC Act and must not provide a place for a student if they are aware that the student has been issued with a Negative or Interim Negative Notice.

Completing the Application Form – Example

Part 5: Child Related Employment Details											
Category of Child Related Work (see page 2)											
1 3											
Type of Employment											
<input checked="" type="checkbox"/> Self Employed OR <input checked="" type="checkbox"/> Paid Employee OR <input checked="" type="checkbox"/> Volunteer/Unpaid Position OR <input checked="" type="checkbox"/> Paid Managerial Officer OR <input checked="" type="checkbox"/> Unpaid Managerial Officer											
Name of Organisation for which you undertake Child-related work											
A P P L E U N I V E R S I T Y											
Applicant's job title/role in child-related work						Organisation's Phone Number					
S T U D E N T N U R S E						9 1 2 3 4 5 6 7					
Part 6: Details of the Employer or Agency											
Self employed people, Managerial Officers of body corporates that hold a child care license and people with an exemption letter do not complete this Part.											
Name of Employer/Agency Representative (this person must sign the Employer Declaration in Part 7)											
J O H N S M I T H											
Position of Employer/Agency Representative											
S T U D E N T C O O R D I N A T O R											
Street Address of Employer/Agency Representative (must be an Australian address)											
Unit Number/Street Number/Street Name (with a gap between words)											
2 2 O R A N G E W A Y											
Suburb/Town/Locality						State		Postcode			
P E P P E R M I N T G R O V E						W A		6 0 0 1			
Postal Address of Employer/Agency Representative (must be an Australian address)											
This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location											
<input checked="" type="checkbox"/> Same address as above											
Position to whom your notice will be sent											
S T U D E N T C O O R D I N A T O R											
Unit Number/Street Number/Street Name/PO Box (with a gap between words)											
P O B O X 1 2 3											
Suburb/Town/Locality						State		Postcode			
P E P P E R M I N T G R O V E						W A		6 0 0 1			
Part 7: Employer/Agency Representative Declaration											
I certify that the information within my knowledge in this application is true and correct and that the applicant is/will be employed in child-related work. I am aware that it is an offence to give false or misleading information in this application form.										Signature of Employer/Agency Representative Must be the person named in Part 6 above	
Date signed 0 1 0 8 2 0 0 7										Please sign within the box and use black ink	
											

This factsheet is a summary only, please visit the Working with Children website - www.checkwwc.wa.gov.au or contact the Working with Children enquiries line - (08) 6217 8100 or 1800 883 979 (country callers)

if more information is required.

Working with Children Screening Unit

Email: checkquery@dcp.wa.gov.au