

How to Obtain Working with Vulnerable People (Children) Registration

Students intending to undertake professional experience placement (PEP) must obtain registration in compliance with College of Health and Medicine [Working with Vulnerable People \(Children\) Registration Procedure](#) requirements. Registration is a legislated (**mandatory**) requirement for College of Health and Medicine students who undertake PEP as part of their course. There is capacity for **exemption** from registration in specific circumstances.

Working with Vulnerable People (Children) Registration Application (*mandatory*)

Please obtain registration via the guidelines below. Once registered, upload a scanned copy of your Working with Children Registration Card/Letter into [InPlace](#) to enable sighting and Verification by your Program PEP Administrator.

1 Tasmanian Students

To apply for Registration to Work with Vulnerable People (Children), go to the Tasmanian Government (*Department of Justice*) Consumer, Building and Occupational Services website at <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>.

Read and follow the instructions on that page and then click on **Start My Application** at the bottom of the page. If you have **current** Tasmanian Registration to Work with Vulnerable People (Children) (*Employee or Volunteer*) relating to your involvement with another 'Organisation', you can transfer the registration Organisation Name to the 'University of Tasmania - Health and Medicine'.

Include the following details on the application form:

- Are you submitting this form for yourself? Choose - 'Yes'
- Class of registration: Choose - 'Volunteer'
- Child-related activity: Choose - 'Child health program and child health service'
- Are you currently working or volunteering in a child related activity? Choose - 'Yes'
- **Employment and Volunteering Details** - Organisation Name: Choose - 'University of Tasmania - Health and Medicine'
- What is your job title or volunteer role? Type in - 'Student'
- In what capacity are you engaged in this activity? Choose - 'Volunteer'
- Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)? Choose - 'No'

1.1 International Students Coming to Tasmania

As part of the application process above, international students coming to Tasmania are required to provide an original copy of their National Police Certificate (NPC) (translated into English) from their country of origin or the country they have resided in the last 12 months.

Applicants from overseas can complete the online Application for Registration to Work with Vulnerable People (Children) before coming to Australia and post or email their ID, photo and payment to the Department of Justice (within 20 days of completing the form or it will expire). See the Interstate and Overseas Applicants Checklist at: https://www.cbos.tas.gov.au/data/assets/pdf_file/0018/408024/Interstate-overseas-applicants-checklist.pdf

Important Note:

In cases where a person cannot obtain a NPC from their country of origin for a genuine reason (e.g. the country won't provide it once they have left), the Department of Justice may accept Visa documents (copy) and a character reference letter supplied by someone the person has worked for or volunteered with in their country of origin.

Students in this case, or where their resident country process for providing a NPC takes quite some time, should proceed with the application and, once payment has been made, the Department of Justice will contact them to request additional documentation if/as required.

Once the application is completed and payment made, students can download the Supervised Employment Statutory Declaration form at: https://www.cbos.tas.gov.au/data/assets/pdf_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf. Completion of the Statutory Declaration form allows the students to undertake PEP under the supervision of a registered person until their Working with Children Registration is granted.

1.2 Interstate Students Undertaking Electives in Tasmania

In accordance with Tasmanian legislation as identified on the [Tasmanian Government Consumer, Building and Occupational Services](#) website, students with interstate WWC Registration undertaking PEP in Tasmania for **less than 28 days per year are exempt** from acquiring WWC Registration.

2 New South Wales Students

To apply for a Working with Children Check, go to the NSW Office of the Children's Guardian website at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Under the 'Need more help?' menu, access the 'What do I need to do as an applicant?' video and then go to and click on the **Start Here** logo at the top of the page.

Include the following details on the application form:

- | | | |
|-------------------------|----------------------------|------------------|
| • Purpose for check: | Volunteer | (free of charge) |
| • Child-related sector: | Children's health services | |

2.1 Tasmanian Students Undertaking PEP in NSW

In accordance with NSW legislation and as identified on the [NSW Office of the Children's Guardian](#) Working with Children Check website, Tasmanian students with Tasmanian WWC Registration undertaking PEP in NSW for **less than 30 days per year are exempt** from acquiring NSW WWC Registration.

3 Placements in other States and Territories

Students undertaking placements in other states and territories will require the relevant State or Territory Registration. See: <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks#table-1>