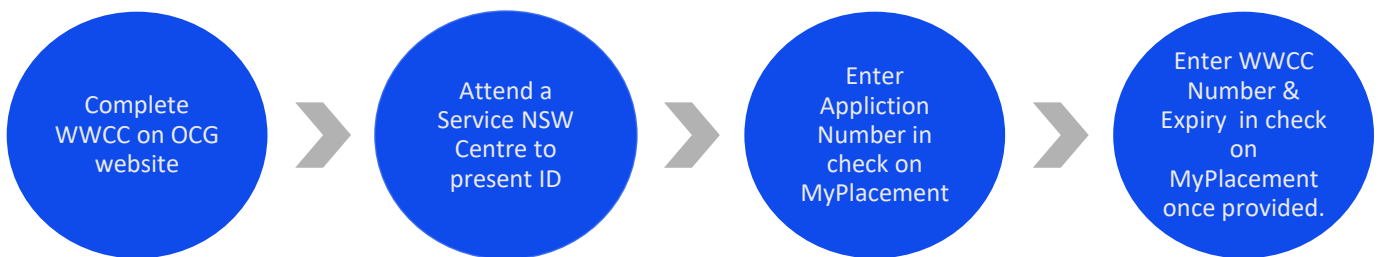


# Working With Children Check Information Sheet

To be eligible to undertake professional experience in a school you must complete a Working With Children Check (WWCC). Apply for a WWCC on the [Office of the Children’s Guardian](#) website, you will then need to attend a Service NSW Centre to present your original identity documents and application number for your WWCC application to be processed.

After the application has been process by Service NSW, the applicant will receive an email from the Office of the Children’s Guardian with the results of the check. If your check has been cleared, this email will contain a clearance number and expiry date.

The student must enter the clearance number and expiry details into the relevant mandatory check on MyPlacement.



## Types of Working With Children Checks

There are two (2) types of WWCCs, the type you need will depend on the placement you are undertaking. Please see the table below for information on types of WWCCs.

NAME	COST	SUITABLE FOR
Volunteers and Students	Free	Placements that are directly supervised by a supervising teacher i.e. PE1 to PE5, PL and PETP1 & PETP2.
Paid Worker	\$80	Placements where the teacher education student is permitted to teach without direct supervision from a supervising teacher i.e. PE6 and/or Waiver B placements.  The Paid Worker WWCC is required for ALL paid child-related employment.

Current in February 2023

The UTS School of Education Professional Experience Team will verify your **WWCC Application Number** and/or **WWCC Number and Expiry Date** prior to placement. There are three (3) possible results.

RESULT	RESULT
In Progress, or Cleared	Student may attend professional experience in a school.
Barred, Interim Barred, or Not Found	<p>Student CANNOT undertake placement in a school, doing so is a criminal offence.</p> <p>If you have already commenced professional experience, the UTS School of Education will be obligated to pull you out of professional experience.</p>

### Important Information

- WWCC applications can take up to 4 weeks to be processed.
- WWCCs are valid for five (5) years.
- You can download a digital copy of your clear WWCC in your Service NSW App
- You can access the [DoE WWCC Requirements for Tertiary Practicum Students Factsheet](#) (external PDF 348kB) for further information.
- You will need to provide your WWCC information to the NSW Department of Education Probity Unit prior to placement. Please see *Declaration for Child-Related Work* section on the [UTS Professional Experience Mandatory Checks webpage](#).