

Working With Children Check Requirements for Tertiary Practicum Students Factsheet

University students undertaking practical training or seeking to undertake an unpaid internship (interns) or associate program including people undertaking practical training as part of an educational or vocational course are now required to have their WWCC clearance verified by the department for Working With Children Check (WWCC) compliance.

This is a legislated requirement under the Working With Children Check process.

In order for you to undertake your practicum placement in any NSW public school, you are now required to complete an online [Tertiary Practicum Student Application form](#) for WWCC verification process.

So what happens next?

If you are undertaking a practicum placement in any NSW public school, you will need to:

Step 1

Apply for a WWCC clearance. Please go to: kidsguardian.nsw.gov.au and select 'Apply for your check' and complete the online form.

Step 2

Visit a Service NSW Service Centre, a NSW motor registry, or a NSW Council Agency offering RMS services to verify your identity.

Step 3

Complete and submit a **Tertiary Practicum Student Application form** online at <https://online.det.nsw.edu.au/jecpc/crc/wwcc.jsf> and upload your identification documents.

The Probity Unit will undertake the WWCC verification process and once verified, you will receive a confirmation email and your clearance will also be reflected in the department's relevant database.

Note: The verification process may take 10 days or more for clearance. You cannot commence practical training until your WWCC clearance has been verified.

Step 5

On the first day of practical training at the school, you must show photo identification and sign in. The school must check the ID details with the information provided by the university but is not required to scan or store your ID.

Note: Students undertaking a paid internship or receiving any payment from the department e.g. salary, grant or allowance, including scholarship recipients, cadets or interns under the GTIL program, need a WWCC clearance for paid employment and are subject to a full Criminal Record Check which includes verification of WWCC clearance. Document requirements for these students are different than the requirements for specified volunteers.

If you have any questions about this process, please send an email
to

wwcc@det.nsw.edu.au or call **02 7814 3825**