

# Working with Children Check DATABASE USERS MANUAL



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

Keeping  
Children  
Safe



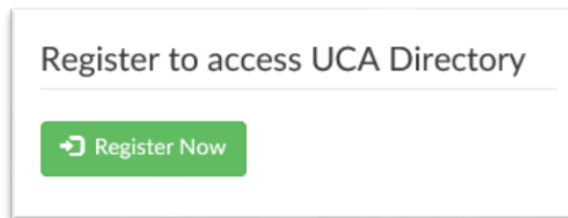
## Contents

1. Working with Vulnerable people (WWC) Training Manual.....	1
2. Introduction: .....	1
3.1 Check details of the person:.....	2
3.2 Update Basic Details .....	3
3.3 Add New WWC Card .....	5
3.3.1 If the record Exists: .....	7
3.3.2 If record doesn't exist: .....	8

## 1. Working with Vulnerable people (WWC) Training Manual

Click the link to access WWC portal <https://nod.victas.uca.org.au/>

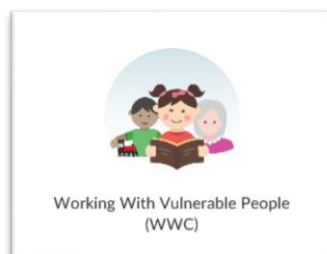
If you currently do not have a directory account please follow the link for “Register for access to UCA Directory”



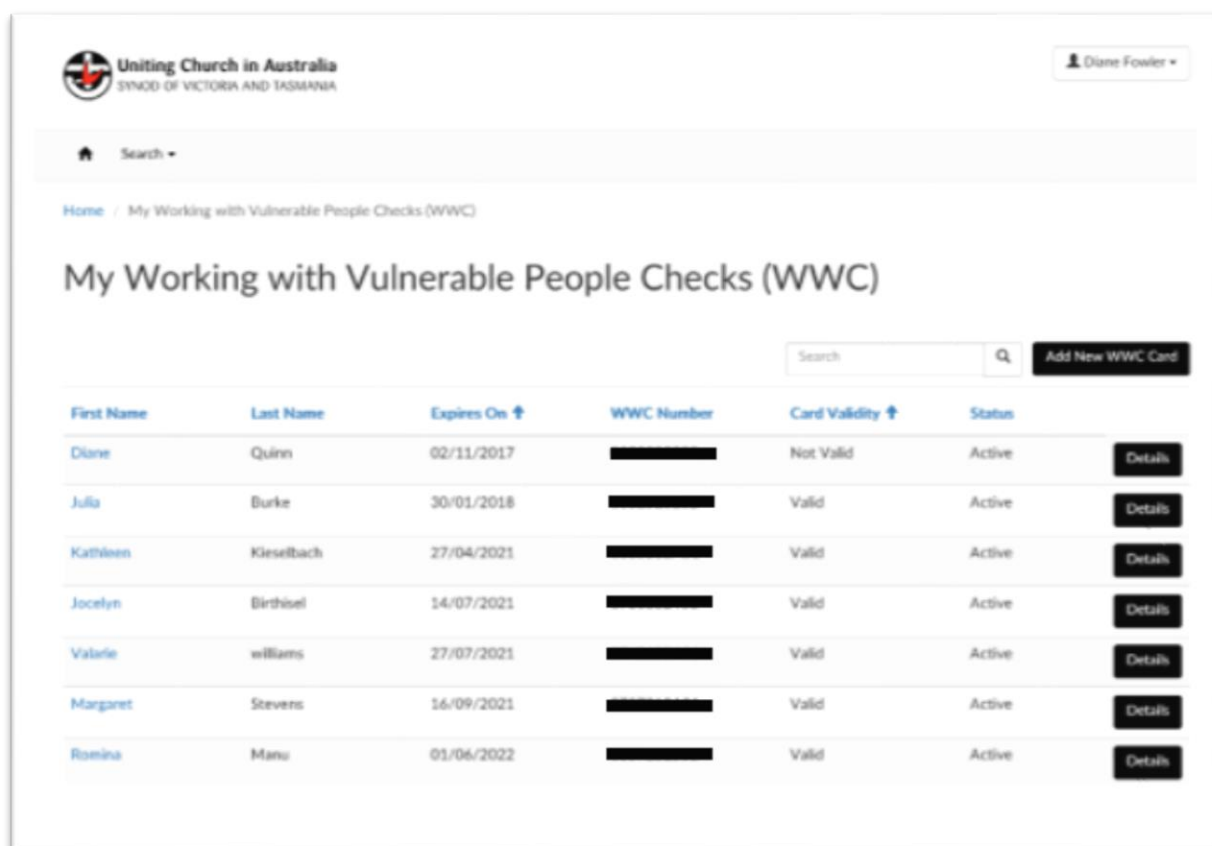
## 2. Introduction:

Please sign into the Directory, based on your access you will see “Working with vulnerable people (WWC)” icon

Please click on the icon as show in the screenshot below:



You will be able to see all the WWC card details associated with your organisation (For example):



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

Home / My Working with Vulnerable People Checks (WWC)

### My Working with Vulnerable People Checks (WWC)

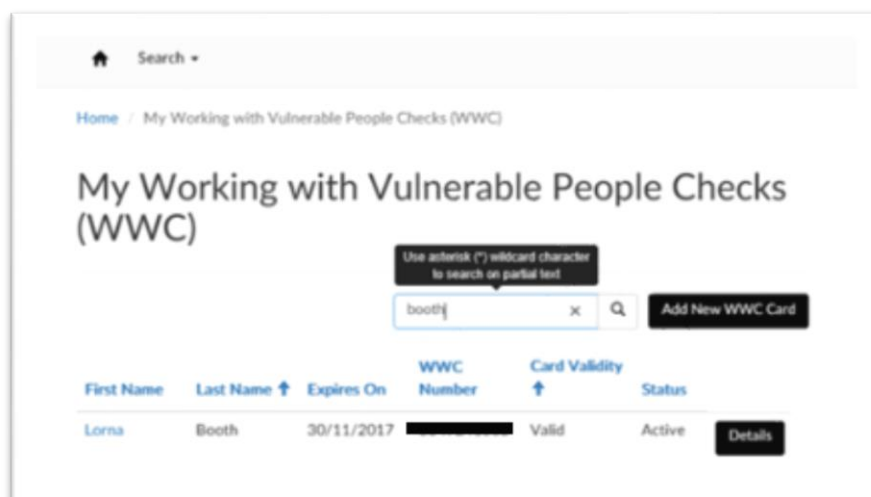
Search

First Name	Last Name	Expires On ↑	WWC Number	Card Validity ↑	Status	
Diane	Quinn	02/11/2017	██████████	Not Valid	Active	<input type="button" value="Details"/>
Julia	Burke	30/01/2018	██████████	Valid	Active	<input type="button" value="Details"/>
Kathleen	Kieselbach	27/04/2021	██████████	Valid	Active	<input type="button" value="Details"/>
Jocelyn	Birchuel	14/07/2021	██████████	Valid	Active	<input type="button" value="Details"/>
Valerie	Williams	27/07/2021	██████████	Valid	Active	<input type="button" value="Details"/>
Margaret	Stevens	16/09/2021	██████████	Valid	Active	<input type="button" value="Details"/>
Rosina	Manu	01/06/2022	██████████	Valid	Active	<input type="button" value="Details"/>

You can perform below listed actions

### 3.1 Check details of the person:

Type the name or WWC card number in the search or scroll down to find the record:



Home / My Working with Vulnerable People Checks (WWC)

### My Working with Vulnerable People Checks (WWC)

Use asterisk (\*) wildcard character to search on partial text

Search

First Name	Last Name ↑	Expires On	WWC Number	Card Validity ↑	Status	
Lorna	Booth	30/11/2017	██████████	Valid	Active	<input type="button" value="Details"/>

Click on the “Details” to open the details page.

First Name	Last Name ↑	Expires On	WWC Number	Card Validity ↑	Status	
Lorna	Booth	30/11/2017	██████████	Valid	Active	<a href="#">Details</a>
Julia	Burke	30/01/2018	██████████	Valid	Active	<a href="#">Details</a>


## 3.2 Update Basic Details

Contact person can update the basic details for the person associated to their congregation:

Below is the list:

- i. First name
- ii. Last name
- iii. Email address
- iv. WWC number
- v. Expiry date
- vi. Card validity status
- vii. Roles (Appointed Leader)
- viii. Remove/dissociate the card from your organisation
- ix. Manage attachments (Upload relevant documents or download previously attached documents)
- x. View record History

Please click on “Update WWC Record” to save the changes.



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

Diane Foster

Search

Home / My Working with Vulnerable People Checks (WWC) / Vulnerable People (WWC) Record

## Vulnerable People (WWC) Record

### Step 1 - Update Basic Details

<b>First Name</b> <input type="text" value="Loma"/>	<b>WWC Number *</b> <input type="text" value="REDACTED"/>
<b>Last Name</b> <input type="text" value="Booth"/>	<b>Expires On *</b> <input type="text" value="30/11/2017"/>
<b>Email Address</b> <input type="text"/>	<b>Card Validity *</b> <input type="radio"/> Not Valid <input checked="" type="radio"/> Valid

**Appointed Leader**  
☐ Ordained Ministry  
☐ Pastoral Ministry  
☐ Worship Ministry  
☒ Music Ministry  
☐ Children and Youth Ministry  
☐ Governance  
☐ General

**Currently Associated Organisation(s)**  

<b>Organisation Name</b>
Gladstone Park
PRUC Greenvale and Scots Uniting Church Campbellfield
Unknown


Step 2 - Place a tick below (by selecting) next to the Organisation, to Remove from WWC Card from your Organisation.

<input checked="" type="checkbox"/>	<b>Organisation Name</b>
	PRUC Greenvale and Scots Uniting Church Campbellfield

### Step 3 - Manage Attachments

14 days ago

0000022283\_BOOTH 0049241003.pdf

 0000022283\_BOOTH 0049241003.pdf (93.28 KB)

Upload Attachment

Update WWC Record

View Record History

Update WWC Record

Hide Record History

Record History

Description	Created On ↑
Music Ministry updated by Diane Quinn (via Portal) from 'False' to 'True'	05/12/2017 10:16 AM
Added to Organisation 'PRUC Greenvale and Scots Uniting Church Campbellfield' by Diane Quinn (via Portal) '	05/12/2017 10:16 AM
Added to Organisation 'Gladstone Park' by Arthur Muir (via Portal) '	05/12/2017 10:12 AM

Created On

12/09/2014 11:56 AM

Created By (WWC User)

Connie Buhagiar

Modified By (CRM)

Crm Administrator

Last Updated On

12/09/2014

Last Updated By (WWC User)

Diane Quinn

Modified On (CRM)

05/12/2017 10:16 AM

### 3.3 Add New WWC Card

Click on “Add New WWC Card”

🏠

Search ▾

Home

/

My Working with Vulnerable People Checks (WWC)


My Working with Vulnerable People Checks (WWC)


Search


🔍

Add New WWC Card

Please type the WWC number and last name and search for existing record:

**Uniting Church in Australia**  
SYNOD OF VICTORIA AND TASMANIA



 Search ▾

[Home](#) / [My Working with Vulnerable People Checks \(WWC\)](#) / [Add New WWC Card](#)

## Add New WWC Card

### Step 1 - Search For Existing Record

WWC Number \*

Last Name \*

[Search Existing Record](#)

Copyright © 2017. All rights reserved

Copyright in all material on this website ("Material") is owned by The Uniting Church in Australia Property Trust (Victoria) with the exception of Google Maps, unless otherwise stated.

Other than for the purposes of and subject to the conditions prescribed under the Copyright Act 1968 (or any other applicable legislation throughout the world) - or for any work-related purpose(s) - you are not permitted in any form or by any means to reproduce, adapt, re-transmit, distribute, store in a retrieval system or commercialise the Material or any part of it without seeking prior written approval from The Uniting Church in Australia, Synod of Victoria and Tasmania

Contents not legal advice: The material is a summary only of the subject matter covered and is not intended to be nor should it be relied on as a substitute for legal or other professional advice.

### 3.3.1 If the record Exists:

You will be taken to existing contact page

Please update the basic details if required and follow step 3 to add the card to your organisation and save the changes by clicking “Update WWC record”:

### Step 3 - Place a tick below (by selecting) next to the Organisation, to Add this WWC Card to your Organisation

✓ Organisation Name ↑

✓ PRUC Greenvale and Scots Uniting Church Campbellfield

To Be Added

Update WWC Record

View Record History

New card has been added successfully along with the updated details:

Home / My Working with Vulnerable People Checks (WWC) / Add New WWC Card

## Add New WWC Card

Working With Children Check Updated Successfully.

View Record History



### 3.3.2 If record doesn't exist:

If you enter the WWC number, last name and it does not match any exiting record, you will be navigated to a page with option to create a new WWC record as shown below:

(Fill in all the information requested in step 2 and 3)

[Home](#) / [My Working with Vulnerable People Checks \(WWC\)](#) / [Add New WWC Card](#)

## Add New WWC Card

We didn't find any matching records. Please create a new WWC Record ×

### Step 2 - Enter New Details

<b>First Name</b>	<b>WWC Number *</b>
<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>Expires On *</b>
<input type="text"/>	<input type="text" value="08/12/2017"/>
<b>Email Address</b>	<b>Card Validity *</b>
<input type="text"/>	<input type="radio"/> Not Valid <input checked="" type="radio"/> Valid

**Appointed Leader**

- ☐ Ordained Ministry
- ☐ Pastoral Ministry
- ☐ Worship Ministry
- ☐ Music Ministry
- ☐ Children and Youth Ministry
- ☐ Governance
- ☐ General


### Step 3 - Place a tick below (by selecting) next to the Organisation, to Add this WWC Card to your Organisation

☒ **Organisation Name ↑**

PRUC Greenvale and Scots Uniting Church Campbellfield

Create WWC Record

Please enter the details and click on “Create WWC Record”

 Search ▾

[Home](#) / [My Working with Vulnerable People Checks \(WWC\)](#) / Add New WWC Card

## Add New WWC Card

Working With Children Check Created Successfully.

Once the record is saved.

Refresh the page, the new card added will appear in your list as shown in the example:

[Home](#) / [My Working with Vulnerable People Checks \(WWC\)](#)

### My Working with Vulnerable People Checks (WWC)

 [Add New WWC Card](#)

First Name	Last Name ↑	Expires On	WWC Number	Card Validity ↑	Status	
Lorna	Booth	30/11/2017	██████████	Valid	Active	<a href="#">Details</a>
Julia	Burke	30/01/2018	██████████	Valid	Active	<a href="#">Details</a>
Alexander	Jansen	26/11/2017	██████████	Valid	Active	<a href="#">Details</a>
Kathleen	Kieselbach	27/04/2021	██████████	Valid	Active	<a href="#">Details</a>
Jacinta	King	27/11/2017	██████████	Valid	Active	<a href="#">Details</a>
newname	lastname	30/03/2018	██████████	Valid	Active	<a href="#">Details</a>

Click on the details and upload the relevant document and update the WWC record to complete the process.

The screenshot displays a web application interface with a modal dialog titled "Add Note" in the foreground. The background page shows a profile for "PRUC Greenvale and Scots Uniting Church Campbellfield".

**Modal Dialog: Add Note**

- Note:** A large text area for entering a note.
- Attach a File:** A button labeled "Browse..." for uploading a file.
- Buttons:** "Add Note" (black) and "Cancel" (white) buttons at the bottom right.

**Background Page Details:**

- First Name:** newname
- Last Name:** lastname
- Email Address:** newname@gmail.com
- Appointed Leader:**
  - ☒ Ordained Ministry
  - ☐ Pastoral Ministry
  - ☒ Worship Ministry
  - ☐ Music Ministry
  - ☐ Children and Youth Ministry
  - ☐ Governance
  - ☐ General
- Step 2 - Place a tick below (by selecting) next to the Organisation, to Remove from WWC Card from your Organisation.**
  - ☒ Organisation Name ↑
  - PRUC Greenvale and Scots Uniting Church Campbellfield
- Step 3 - Manage Attachments**
  - There are no notes to display.
  - Upload Attachment button