

WWCC Admins – Info. supporting VIT registered teachers registering the UCA with the Working with Children Check Victoria (WWCCV)



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

The Victorian Institute of Teaching (VIT) in conjunction with the Department of Justice Community Safety [Working With Children Check Victoria (WWCCV)] requested all registered teachers & early childhood teachers to list the organisations other than teaching where they are engaged in child-related work. In the UCA this means all appointed leadership and volunteer roles.

WWCC Admins in Victoria may find the following information useful in supporting VIT registered teachers & early childhood teachers link to UCA congregations/community groups where they volunteer.

If you have appointed leaders or volunteers with your Uniting Church congregation or any program, they will need to register both their local congregation/group as well as the Synod office using the information below. This will mean two organisation entries must be included in the VIT link process. You will need to provide some local information for them. They will also need to let you know their VIT registration number and expiry date as this wont be included in the email you receive from WWCCV.

Information for the online registration – found here - <https://service.vic.gov.au/services/teachers-notifications/>

Local congregation or group

Organisation name: Home congregation name
 Contact name: WWCC admin person's name
 Contact email: congregation email or wwccr@victas.uca.org.au (if no local email)
 Contact number: congregation mobile phone number (if available)

Synod

Organisation name: Home congregation name
 Contact name: Culture of Safety Unit
 Contact email: wwccr@victas.uca.org.au
 Contact number: Not required – leave blank

Of course, if a VIT registered cardholder (as for WWCC cardholders), volunteers in a community group associated with a congregation, for example a Food Truck or Op Shop, an additional organisation link (with that entity's contact details), also needs to be included.

Organisation name: Home congregation community group name
 Contact name: WWCC admin person's name
 Contact email: congregation email or wwccr@victas.uca.org.au (if not local email)
 Contact number: congregation mobile phone number (if available)

Creating these links will generate emails to each of the groups registered.





Once you receive the confirmation email from WWCCV, and have got from your teacher volunteer their VIT registration number & expiry date, you can go about creating/updating the VIT cardholder profile on your congregation's WWCC database page as normal at <https://nod.victas.uca.org.au/>

- The VIT registration number has 6 digits – so please use the following format - VITxxxxxx
- Then attach a scanned copy of the correspondence from the WWCCV (email).

Note: There *may* be instances where an individual holds both VIT & WWCC cards with the latter information already appearing on your congregation's WWCC list. Please allow the WWCC profile to remain and simply create or update the VITxxxxxx profile.

If you have any further questions, don't hesitate to contact Pam Kretzschmar in the Culture of Safety unit - Pam.Kretzschmar@victas.uca.org.au or 9116 1436

Sample correspondence from WWCCV for Mary Jane Smith who volunteers in an Appointed Leader role at Paradise Gates UCA showing the 2 letters generated.

 <p>Mary Jane Smith notified us they're working with you</p> <p>Hi</p> <p>Mary Jane Smith let us know they're working or volunteering with you. As a VIT registered teacher they're currently exempt from a Working with Children Check.</p> <p>If their VIT registration is suspended or cancelled, they'll no longer be exempt from a Check. We'll notify you if this happens.</p> <p>These are the details they gave us:</p> <p>Organisation Name: Paradise Gates UCA</p> <p>Organisation Contact Name: John Dow ← name of Paradise Gates WWCC Administrator</p> <p>Organisation Email: Paradise Gates email address</p> <p>Contact Number: Paradise Gates phone number</p> <p>If these details are wrong you can reply to this email with the correct details.</p> <p>Regards, Working with Children Check Victoria</p> <p>[ref nnnnnnnnnnn] ← [WWCCV reference code]</p> 	 <p>Mary Jane Smith notified us they're working with you</p> <p>Hi</p> <p>Mary Jane Smith let us know they're working or volunteering with you. As a VIT registered teacher they're currently exempt from a Working with Children Check.</p> <p>If their VIT registration is suspended or cancelled, they'll no longer be exempt from a Check. We'll notify you if this happens.</p> <p>These are the details they gave us:</p> <p>Organisation Name: Paradise Gates UCA</p> <p>Organisation Contact Name: Culture of Safety Unit</p> <p>Organisation Email: wwccv@victas.uca.org.au</p> <p>Contact Number: 9116 1400</p> <p>If these details are wrong you can reply to this email with the correct details.</p> <p>Regards, Working with Children Check Victoria</p> <p>[ref nnnnnnnnnnn] ← [WWCCV reference code]</p> 
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