

WORKING WITH CHILDRENS CHECK POLICY - STUDENTS

Date Approved:	2 August, 2023
Date Effective:	2 August, 2023
Policy Category:	Student
Policy Owner:	National Manager, Student Support

1. Context, Purpose & Key Principles

SEDA Group (“SEDA”) is committed to providing a safe environment for all staff, students, visitors, and clients. This policy enables SEDA to meet the legislative requirements of the various Australian States and Territories as they relate to students who are likely to engage in direct-contact activities with children and/or mature minors throughout the period of their employment or studies with SEDA.

2. Scope

- All persons enrolling in a course where direct contact with a child and / or mature minor may be necessary for course completion.

3. Definitions

The Working with Children Check (WWCC) helps protect children from physical and sexual harm and work toward ensuring a child safe environment. The scheme aims to prevent those who pose a risk to children from working or volunteering with them. If you are engaged in or intending to do child-related work at SEDA Group and do not qualify for an exemption, you need a WWCC.

In this Policy, unless inconsistent with the context, the term “WWCC” refers to the highest level of screening required by legislation in the relevant state/territory to verify a person eligible to undertake child-related work.

4. Statement of Policy

SEDA Group requires all staff (teaching, general and management staff, and volunteers) to have a current WWCC.

If you are enrolling within the Diploma program, you are required to obtain a Working with Childrens Check - Volunteer. This is available free of charge however it is highly recommended that students obtain the full check, Working with Children Check – Employee to be able to apply for employment opportunities and work experience opportunities that may be offered via industry partners throughout the qualification.

Document Name:	Working with Children Checks Policy - Student		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 1 of 4</i>

If you are enrolling into a **School Based Apprenticeship or Traineeship (SBAT)** you are required to obtain the full WWC which will involve a cost based on your local State authority where you are enrolled. Prices vary from State to State.

5. State and Territory Legislative Requirements

There is no single national system setting out the requirements for obtaining a Working with Children Check (WWC Check) or its equivalent. Each State and Territory has their own legislative requirements (except Tasmania), and it is necessary to fulfil the requirements in the jurisdiction in which you are working or studying - this is the State in which you are enrolled). As legislative requirements may change from time to time, it is important that students remain abreast of such developments and ensure their continued compliance with the applicable requirements.

All students requiring a WWC Check (or equivalent) are required to have the relevant State clearance and have provided a copy of a clearance letter or the card to SEDA prior to undertaking any course that requires work integrated learning or coaching practicum components.

Jurisdiction	Period of Currency	Name of Check	Responsible Authority
Northern Territory	2 years	Ochre Card/ WWC Clearance https://nt.gov.au/emergency/child-safety/apply-for-a-working-with-children-clearance	Screening assessment and Employment Northern Territories (SAFE NT) NT Police, Northern Territory Government
South Australia	3/5 years	WWC Check DCSI Child related Employment screening https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc	Department Human Services Screening Unit
Victoria	5 years	WWC Check https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1	Department of Justice and Community Safety
Western Australia	Point in time - annual renewal.	National Police Certificate https://workingwithchildren.wa.gov.au/	Western Australian Police

Document Name:	Working with Children Checks Policy - Student		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 2 of 4</i>



It is important to note that WWC Checks (or equivalent) are not valid indefinitely, and the length of time for which a WWC Check remains valid differs between States as outlined in the previous section's table. Throughout a student's term of enrolment, a WWC Check (or equivalent) may 'expire' so ensure this is always valid during the study period.

6. Costs

The cost of a WWC Check or its equivalent varies between jurisdictions and differs dependent on the employment type of the applicant. For instance, in some States, there is no cost for a volunteer / student to apply, but in other States there is a cost of \$10-62 (which may be subject to change).

Refer to the responsible authority above to determine the exact cost for your State / Territory as the definition of an employee and volunteer can differ between jurisdictions. Students are responsible for initial and recurring associated costs.

7. Student Requirements

Where students are enrolled in a qualification that includes a work integrated learning / practicum / coaching component or is enrolled into State Based Apprenticeship or Traineeship (SBAT) Program there will likely be instances requiring them to work with children and / or mature minors. Working with children and / or mature minors could include external coaching clients or fellow students who are under the age of 18. As such, a successful WWC Check (or its equivalent) is a condition of enrolment for these courses and must be submitted to SEDA and maintained for the period of a student's enrolment with SEDA, unless an exemption applies. Students should be aware that maintaining a WWC Check may be a requirement of their employment post-graduation if intending to practice on children and / or mature minors unless an exemption applies.

Students who are not able to produce or maintain a successful WWC Check (or equivalent) may not be able to complete their chosen qualification at SEDA if a course requirement that a practicum component has requiring them to be able to work with children and/or mature minors (refer to definition of direct contact).

In these instances, the student is unable to meet the requirements for course completion and SEDA may cancel their enrolment in the course. The provisions of the Deferral and Withdrawal Policy and the Fee Policy will apply.

8. Timeframes

To allow appropriate time for processing, it is expected that students will submit their application for a WWC Check (or equivalent) no later than course commencement.

Relevant authorities experience peak processing at particular times of the year, and this should be taken into consideration when submitting an application.

All students requiring a WWC Check (or equivalent) are required to present it to SEDA and have the WWC Check or its equivalent prior to undertaking any work integrated learning or client-based coaching / practicum components of their course.

Document Name:	Working with Children Checks Policy - Student		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 3 of 4</i>

9. Responsibility

It is important to note that having applied for a WWC Check (or its equivalent) without yet having received the WWC Check is not sufficient to undertake a work integrated learning / practicum component and exclusion from these activities may occur dependent on the work integrated setting. The student assumes responsibility for delays incurred in receiving a WWC Check or its equivalent from any jurisdictional authority / agency.

A student that is completing an area of study (AoS) that requires a WWC Check (or equivalent) and is undertaking any work integrated learning or participating in / practicum components of their studies are required to have the relevant State clearance and have provided a copy of the clearance letter or the card to SEDA prior to the start of these practicals.

Students shall not be entitled to a refund of related tuition fees for any, work integrated learning or client based practical components of their qualification that were not able to be undertaken as a direct consequence of having failed to obtain their WWC Check (or its equivalent) within the applicable timeframe.

10. Application Process

Students will be advised of the WWC Check requirements on enrolment and will be directed to the appropriate application mechanism for their State. See relevant State procedures for more information.

11. Definitions

Child – any person under the age of 18 years old.

Direct Contact - physical, face-to-face, written, oral or electronic contact.

Mature minor – any person between the ages of 16 and 18 years.

Student – is an individual person who is formally enrolled to study at SEDA. The individual person is that who appears on SEDA's documents such as enrolment, admission, and payment documents, and who is assigned an individual student ID. For the purposes of this policy, a student may also be defined by State / Territory legislation as a volunteer.

12. Related legislation

Northern Territory and New South Wales:

[Child Protection \(Working with Children\) Act 2012](#)

South Australia

[Children and Young People \(Safety\) Act 2000](#)

Victoria:

[Working With Children Act 2005](#)

[Child Wellbeing and Safety Act 2005](#)

Western Australia:

[Working with Children Check \(Criminal Record Checking\) Act 2004](#)

Document Name:	Working with Children Checks Policy - Student		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 4 of 4</i>