

How to apply for a Working with Children Check (WWCC)

Key Points

1. All child caregivers in New South Wales are required by law to have a Working with Children Check (WWCC) clearance to care for children.
2. The WWCC is an ongoing monitoring system for child caregivers. The check will monitor a Demi Pair for the full duration of their placement.
3. Demi Pairs are authorised carers and adult household members. Demi Pairs qualify for a volunteer WWCC which has no cost.
4. Demi Pairs can only join their host family so long as the Demi Pair Coordinator has received the student's WWCC Application Number. This is a legal requirement.

Two-Step Process

Step 1 Once the Demi Pair is placed with a family, apply online before arrival and receive WWCC Application Number. Provide application number to Demi Pair Coordinator.

Step 2 On Arrival, attend an identity check at a Service NSW office. Check is finalised within 28 days. Provide full WWCC Number to the Demi Pair Coordinator.

Identity Documents

- ✓ Passport
- ✓ Overseas Birth Certificate
- ✓ Proof of Australian address

Demi Pair students must open a bank account on arrival in Australia and can use their bank account letter as proof of address. The Demi Pair Coordinator can assist student with this.

WWCC Online Application – How to apply

Complete the online application <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

- ✓ **Contact number** – Student's overseas mobile phone number
- ✓ **Current address** – Demi Pair host family's address
- ✓ **Birth details** – the town and country the student was born in
- ✓ **Purpose of check** – **Volunteer** (*authorised carer, adult household member, student on a professional placement*)
- ✓ **Child-related Sector** – select **authorised carer**
- ✓ **Consent and Submit**

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How to book a First Aid Training course in Australia

Key Points

1. Demi Pair students must complete a child-focused first aid training course in Australia. This allows us to regulate the training received, adhering to Australian laws.
2. The first aid training must be completed at one of our specified providers in Australia. Students are required to cover the cost of their training.
3. Demi Pair students must book for their training before their placement begins. The Demi Pair Coordinator must receive the confirmation of booking.
4. Students already in Australia must complete the training before their placement begins. Students arriving from offshore must complete the training within seven (7) days of their placement start date.
5. Students will receive a Certificate of Attendance from the training provider on the day the training is completed. This must be provided to the Demi Pair Coordinator

Providers

Provider Name and Course Name	Location	Cost*	Details
St Johns NSW <i>Caring For Kids</i>	Sydney CBD	AU\$85.00	Day: Saturday Duration: 4 hours
Australian Red Cross <i>First Aid for Babies and Children</i>	Sydney CBD	AU\$85.00	Day: Friday Duration: 4 hours

We advise that where possible, training should be arranged on a Saturday to minimise disruption to the host family and so the student does not miss a day of class. *Prices are subject to change.

First Aid Course Bookings

Bookings can be made online. Please refer to the provider websites, choose a location and date. Payment is made online at time of booking.

St Johns NSW https://www.stjohnnsw.com.au/caring-for-kids_1004493/?nocache

Australian Red Cross

<https://college.redcross.org.au/CourseDetails.aspx?CourseID=134219868&VenueId=134221477>

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