



Department of Education

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Elizabeth College

Pre-requisite for students wishing to study child-related courses
at Elizabeth College

(VET Children's Services, Working with Children, Focus on Children)

**ALL students must prove that they have
completed the application for the
Working with Vulnerable People Card
by **Wednesday 6th November.****

or they will need to choose an alternative subject to study

What's the reason?

Given the educational, ethical and legal responsibilities of working with any children, it is now compulsory for learners in Working with Children, Focus on Children or VET Children's Services courses to obtain registration **prior** to commencing any practical work, including our College Playgroup, which begins in week 7 of the College year.

What now?

This registration process can take up to 6 weeks, so students must:

1. Complete the online application form, (see the following pages for instructions)
2. Pay the registration fee to Service Tas (\$19.44 correct as of Sept 16 2019)
3. **Forward a copy of the receipt to elizabeth.college@education.tas.gov.au by **Wednesday 6th November.**** This is your proof that you have completed the requirements for the application.

What If I need help or have any questions?

Email the address listed above, phone 6235 6542 and one of our teachers will help you with your application.

Working with Vulnerable People Card: [Step by step instructions to complete your application:](#)

You only have one month between submitting your application online and paying your money to Service Tasmania before the application expires (otherwise you would need to redo the whole application from the start) – therefore please go to Service Tasmania soon after completing the online application so your identity documents can be viewed and your photograph taken.

Google: Working with Vulnerable People Card

Click on this URL

Apply for registration to work with vulnerable people

<https://www.cbos.tas.gov.au> > work-with-vulnerable-people > applications ▾

Information on how to apply for Registration to **Work with Vulnerable People**. ... by credit card or at Service Tasmania); visit Service Tasmania (external link) to:

This is the page that you will see. Read it carefully and make sure you have all the documents you need before you start.

Apply for registration to work with vulnerable people

If you have an existing registration please log in to your [My Registration](#) to renew, upgrade or check the status of your application. Do not start a new application.

Before you start your application

You will need to have the following information ready:

- your previous names and/or alias
- an email address and/or mobile number
- the address of every place you have lived over the last five years (including dates you lived at the addresses)
- your driver's licence number and expiry date (if you want to use this as proof of identity)
- details for each organisation you will be working or volunteering for including the name, address, contact person, phone number and email address
- if you have lived outside of Australia for one year or more, you will need to provide dates
- details of any overseas offence history
- details of any family violence orders, restraint orders, apprehended violence orders (taken out against you)
- details of any child protection orders you have been involved in.

How to apply

1. Complete the online application form
 - if you get paid for your role, select **Employment/Volunteer**
 - if you are a volunteer and do not get paid, receive material benefit or reward, select **Volunteer**
2. print the application receipt or write down your reference number
3. pay the application fee (online by credit card or at Service Tasmania)
4. visit [Service Tasmania \(external link\)](#) to:
 - provide proof of identity
 - have your photo taken
 - pay the application fee if you haven't already paid online.
 - accept the Terms and Conditions if someone filled out the form on your behalf

To apply from interstate or overseas, see [interstate and overseas applicants](#).

Your application will not begin processing until you have completed the steps above.

Please note that the application fee is non refundable.



After you lodge your application

Make sure you follow the steps above. Your application won't be processed until you have completed all steps.

If you fill out the form and do not complete all of the steps listed above, your application will expire after 56 days.

Registration to Work with Vulnerable People - Start Application

* Denotes mandatory field

* Do you hold or have you ever applied for a Tasmanian Working With Vulnerable People Card?

Yes

No

* Class of Registration

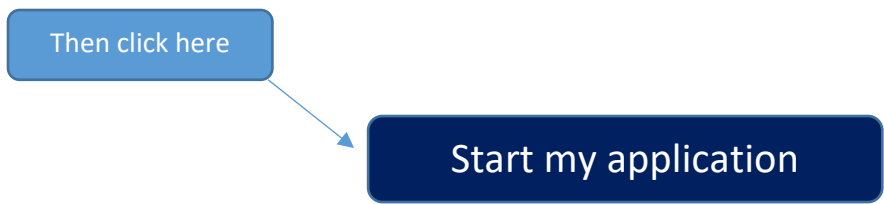
Are you:

Employee/Volunteer Fee: \$113.40

Volunteer Fee: \$19.44

The intended Registration Card Holder.

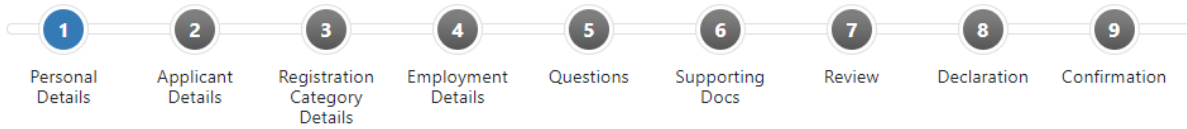
Someone filling in the application on behalf of the intended Registration Card Holder.



This is what your screen should look like.



Consumer, Building and Occupational Services
RWVP Registration



Use CAPITAL LETTERS to fill out the details on this form

Registration Card holder details

Title:

* Name:
 No first given name

* Date of Birth: / /

* Either Email Address or Mobile Number is mandatory.

Email address:

Confirm email address:

What phone numbers can we contact you on? A minimum of one number must be provided.

* Mobile:

Home Phone: (please include area code)

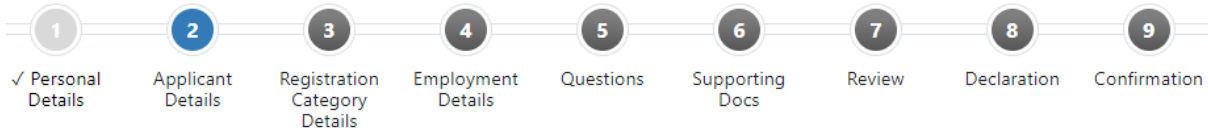
Work Phone: (please include area code)

* What is your preferred method of correspondence? Mobile Email

Make sure that this is an email address that you look at

Next

Click next



* Have you ever been or are you currently known by any other names? Yes No

* Gender:

* Country of Birth:

* State:

* Birthplace/Town:

* Do you intend to present your Drivers/Rider Licence to confirm your identity? (current or expired within the last 2 years) Yes No, I intend to use other documents

Residential Address

* Country:

* State:

* Address Line 1:

Address Line 2:

* Suburb: Postcode:

* I have resided at this address since: / / (Please provide at least the year)

Postal Address As Above

First line: house number and street name
 Second line : Leave blank

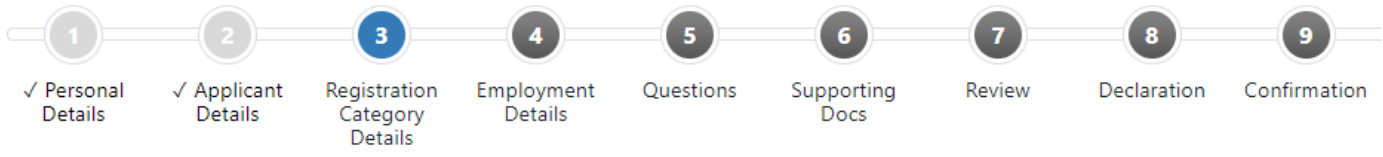
OR

First line : Unit number
 Second line : house number and street name

You have to show where you have lived for at least **five years** so the department can complete all the required background checks

You can put 01/01 and the year if unsure of exact dates

Click next and you next screen will appear as below



Class of Registration

Employee/Volunteer

Volunteer

you are ONLY working with children in a volunteer capacity and not for paid employment.

Registration Categories

Child-related activity

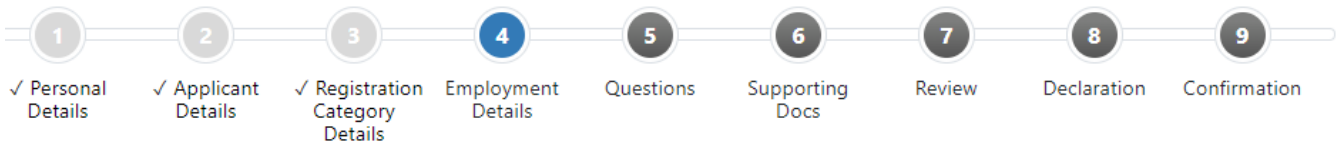
Click child –related activity and the next screen will appear

Regulated Activities

Select the main child-related activity where you are currently (or intend) working or volunteering. Your selection will not limit your registration.

Select Regulated Activity to add

Click 'Vocation and education training service' from the drop down box



Employment and Volunteering Details

An employer email address must be provided

* Are you currently working or volunteering in a child/adult related activity?

- Yes
- No

WARNING: You must advise details of all employment or volunteer organisations where registration is required.

* Organisation Name: Not Listed

Location: [Remove](#)
[Add Another](#)

Contact Name:

Phone:

Email:

What is your job title or volunteer role?

* In what capacity are you engaged in this activity?

* Start Date: / /

Add details as shown
Click YES as you will be very soon!

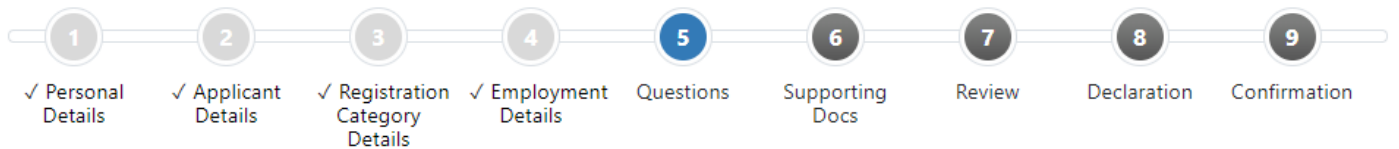
Fill in as shown

Registration, Accreditation, Approval or Licensing Authority Details

* Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)?

- Yes
- No

Click next and general registration questions will appear



These last three questions deal with your family history, the very last one means when you were a child too (if you have ever been removed from your parent/s for a period of time by Child and Family Services)

Read through ALL THE DETAILS on the next screen and then click 'Next'

- Then click in these squares when you have read the information on the following page

purpose of a Tasmanian application for Registration to Work with Vulnerable People also referred to as a Working with Children Check unless statutory obligations require otherwise.

- I have read and understood this information, and I consent to the conditions above.
- I understand that the Department of Justice may notify my employer that my National Police History Check (NPHC) does not contain any criminal history information about me if:
 - My NPHC does not contain any criminal history information; and
 - I am an employee or volunteer of a Tasmanian government agency.

Please check the box to confirm you have read and agree to the above declaration.

- Click submit and then:

Print the application
OR
Photograph the registration number

Your next task is to take this paperwork to Service Tas, with the evidence of your identity as requested, and pay for your card.

- Click submit and then: **Print the application**
OR
Photograph the registration number

You will need to take this number to Service Tasmania with you to pay the \$19.44 fee to start the process.

You only have one month between submitting your application online and paying your money to Service Tasmania before the application expires and you need to do the whole application from the beginning again!

You MUST have this to do either Focus on Children, Working with Children or Community Services (focus on Children)