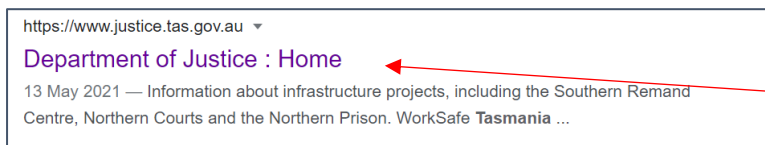


Working with Vulnerable People Card

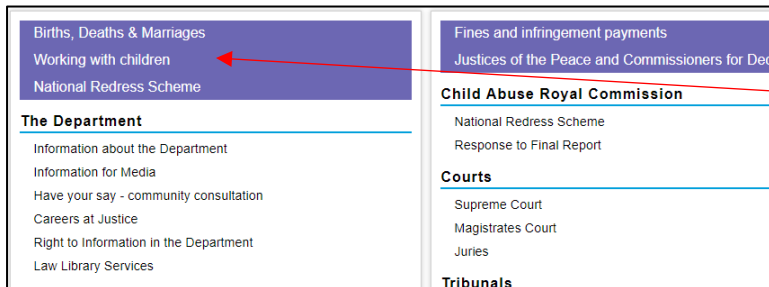
Step by step instructions to complete your application

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

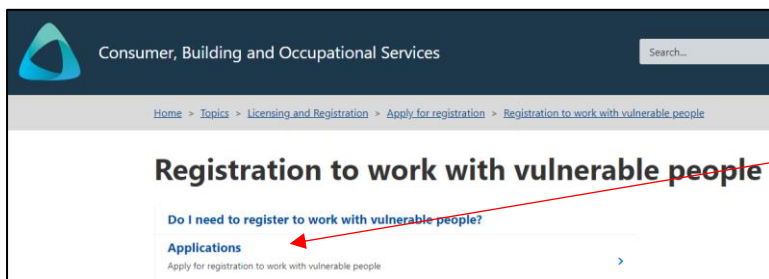
Google: Tasmanian Department of Justice



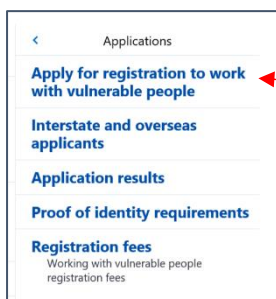
Click on the URL



Click on 'Working with Children'



Click on 'Applications'



Choose 'Apply for registration to work with vulnerable people'

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

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 drivers 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 1 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

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**
- print the application receipt or write down you reference number
- pay the application fee (online by credit card) or at any Service Tasmania shop (external link) to:
 - have your photo taken
 - pay the application fee if you haven't already paid online
 - accept the Terms and Conditions if someone has 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.

[Start my application](#)

[Click here to begin](#)

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

Choose the following answers:

(*) Denotes mandatory field

Type of application
Have you ever applied for a Tasmanian Working with Vulnerable People Card? * Yes No

Class of Registration: * Employee/Volunteer Fee: \$115.50 Volunteer Fee: \$19.80

Are you: * 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

Start application

Then click here

Tasmanian Government Consumer, Building and Occupational Services RWVP Registration

- 1 Personal Details
- 2 Applicant Details
- 3 Registration Category Details
- 4 Employment Details
- 5 Questions
- 6 Supporting Docs
- 7 Review
- 8 Declaration
- 9 Confirmation

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)

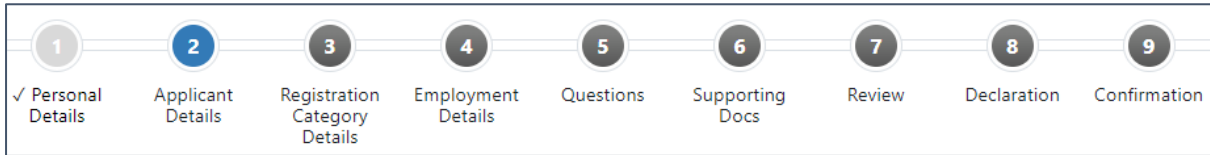
* What is your preferred method of correspondence? Mobile Email

Use CAPITAL LETTERS to fill out the details on this form

Make sure that this is an email address that you check regularly

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)

If you do not have a driver's licence you MUST present your Birth Certificate

First line: house number and street name
 Second line: leave blank
OR
 First line: unit number
 Second line: house number and street name

You must 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 your next screen will appear as below.

1 Personal Details 2 Applicant Details 3 Registration Category Details 4 Employment Details 5 Questions 6 Supporting Docs 7 Review 8 Declaration 9 Confirmation

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. Click Next

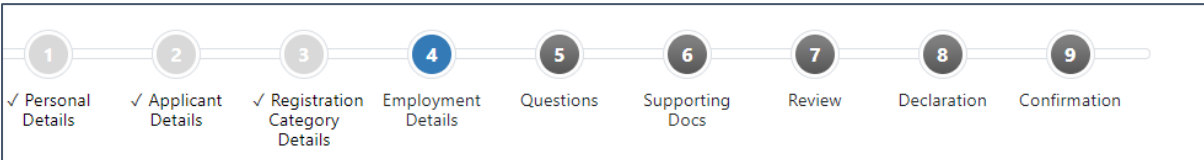
Regulated Activities

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

[Add Selected Regulated Activity](#)

Click 'Child Education Service Government Schools' from the dropdown 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: *

Department of Education (includes LINC's, Child and Family Centres, Trade Training Centres)

Location:

Elizabeth

College

[Remove](#)

[Add Another](#)

Contact Name:

Vacancy and Staffing Services

Phone:

03 6165 6285

Email:

wwwp@education.tas.gov.au

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!

Start typing 'Department of Education' and it will come up for you, then select Elizabeth College from the dropdown box

Fill in as shown here choosing 2023

Registration, Accreditation, Approval or Licensing Authority Details

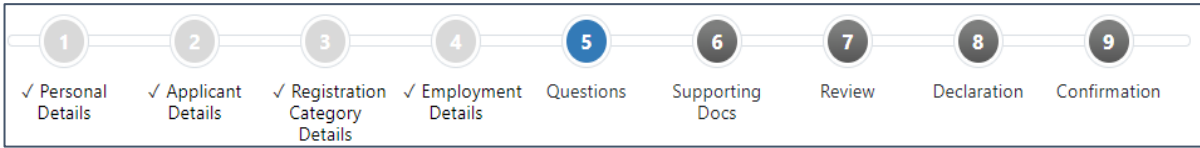
* Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)?

- Yes
- No

Previous

Next

Click NEXT and general registration questions will appear



(*) Denotes mandatory field

These are general registration questions

Have you lived in Australia for less than 5 years?

- Yes
- No

Have you lived outside of Australia for 1 year or more?

- Yes
- No

Have you been convicted or found guilty of an offence outside Australia?

- Yes
- No

Have you had a family violence order (or its equivalent) taken out against you in this or any other State or Territory in Australia?

- Yes
- No

Have you had a restraint order (or its equivalent) taken against you in this or any other State or Territory in Australia?

- Yes
- No

Have you ever been involved in circumstances which have resulted in a Child Protection Order (or its equivalent) being granted in this or any other State or Territory in Australia?

- Yes
- No

Have you ever had a registration to work with children or vulnerable people, (or equivalent) refused, suspended, cancelled or revoked in a State or Territory in Australia?

- Yes
- No

These last questions deal with your family history.
Answer Yes or No then click NEXT

You may then be asked to supply supporting documents, if required, add documents and click NEXT.
If not required just click NEXT

You will then receive a summary of your information. **Check this carefully**
If you need to make changes click PREVIOUS.
When you are sure it's all correct, click next and you will be taken to a screen with terms and conditions. **Please read this carefully**

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.

Tick both boxes when you have read the information.
Then click SUBMIT

PRINT THE APPLICATION

OR

SCREEN SHOT 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.

You will need to take this printed application or the screenshot / photograph to Service Tasmania with you to pay the \$19.80 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)

If you are having difficulties with your registration, for whatever reason and don't believe that it will be processed by the first FULL WEEK of College in February 2023 please email nicki.morrisby@education.tas.gov.au