

Working with Children Check and Education Criminal Record Check Information for Education Students



Working with Children Check (WWCC)

1. Complete **Part 2, Part 5 & Part 6 on the application** in a **BLACK PEN**
 - a. **Part 2:**
 - Include your details
 - b. **Part 5:**
 - The category is 03 and tick volunteer/unpaid position
 - The name of organisation is The University of Notre Dame
 - Applicant's job title/role is - Pre Service teacher
 - The phone number is 9433 0150
 - c. **Part 6:**
 - First line - name of a staff member
 - Second line - School of Education
 - Address - 19 Mouat Street, Fremantle OR/ PO Box 1225, Fremantle, WA 6959
 - Postal address – as above
 - d. **Part 7:**
 - To be signed by a Notre Dame staff member
2. All Students are required to have a current WWCC
3. WWCC cards are sent by mail to your postal address.
4. A PDF copy of your WWCC should be uploaded to the Sonia Portal – School of Education under Checks.

If you are not 18 - you need to hold on to the **signed** form until your 18th birthday and then take it to the Post Office.

If you already possess a WWCC - you need to scan the card and upload a PDF version of it to the Sonia Portal – School of Education.



Education Criminal Record Check (ECRC)

[Apply Now](#)

Complete the application online then print out the document verification sheet. You can get this signed by a range of professionals or bring it to the Professional Practice Office with your original identity documents.

Do NOT go to the post office or a police station for this check as it will be an incorrect check

All Students are required to have received confirmation of their ECRC.

Working with Children Check and Education Criminal Record Check Information for Education Students

Uploading your WWCC and ECRC details to Sonia



- **Log** into Sonia – **School of Education** <https://sonia.nd.edu.au/SoniaOnline/School.aspx>
- **Go to Checks**
- **Enter** WWCC expiry day and card number
- **Enter** Education Criminal Record Check screening number
- **Upload** PDF of the WWCC and Education Criminal Record Check clearance letters. (No HEIC documents are accepted).

Save these details

A screenshot of the Sonia online 'Checks' page. The page has a blue header with the 'Sonia' logo and a navigation menu with items: Home, Placements, Forms, My Details, Checks (highlighted), Interviews, History, Documents, and Calendar. A user profile for 'Davie, Serena' is visible in the top right. Below the header, there is a search bar and a filter button. A legend indicates that a red asterisk (*) denotes a mandatory field and a red triangle (▲) denotes a check that has not passed. The main form area contains three sections: 1. 'WWC Expiry Date' with a date field set to '18/05/2018'. 2. 'WWC Number' with a text field containing '916535' and a 'Documents' section with a 'Browse' button. 3. 'Education Criminal Check Reference Number' with a text field containing 'hgthgf' and a 'Documents' section with a 'Browse' button. A blue arrow points from the 'Save' button in the top right to the 'Save' button in the bottom right. Another blue arrow points from the 'Upload' step in the list above to the 'Documents' section of the 'WWC Number' field.

If you do not have your WWCC or ECRC Check **STOP** and access **NOW**

Working with Children forms are available from Education Professional Practice Office or the Post Office.

The Education Criminal Record Check is available online through the Department of Education website. [Apply Now](#)

Please note: it is important that these documents are uploaded as a PDF as we send them to the schools you have been placed with. No HEIC documents accepted.