

Worker Screening Requirements: VIC Renewal

Worker Screening Requirements - VIC

All staff and volunteers working in risk assessed roles, must hold a current Working with Children Check Victoria & NDIS worker screening check prior to commencement and through their engagement/ or employment.

To ensure there are no disruptions to your employment, please ensure to renew your clearances before they expire.

No Card, No Start laws apply to all staff/ volunteers performing risk assessed roles. **This means you cannot start work without an approved NDIS check and Working with Children Check Victoria.**

Read the below to determine which applies to you and any costs associated.

Your circumstances	Action required	Cost:
You need to update your NDIS and WWCC	Individuals who need to renew a Working with Children Check Victoria can do so here . Individuals who need to renew a NDIS Worker Screening check can do so here .	NDIS: \$128.20 WWCC: \$97 <i>You may be eligible to waive the WWCC fee – read the end of this document for more information.</i>
You need to update your NDIS Worker Clearance only	Individuals who need to renew a NDIS Worker Screening check can do so here .	\$128.20
You need to update WWCC only	Individuals who need to renew a Working with Children Check Victoria can do so here .	\$97 <i>You may be eligible to waive the WWCC fee – read the end of this document for more information.</i>

FAQs and support

I need to complete an application – what do I do?

For your NDIS Worker Clearance, go to the following link
<https://www.service.vic.gov.au/services/national-disability-insurance-scheme>

For your Working with Children Clearance, go to the following link
<https://service.vic.gov.au/services/working-with-children>

For Information on how to apply

For NDIS Worker Clearance:
<https://www.vic.gov.au/ndis-worker-screening-check>

For your Working with Children Clearance:
<https://www.service.vic.gov.au/services/national-disability-insurance-scheme>

What information do I need to lodge an application?

You will require 4 original identity documents (not photos or scans). For example: Australian Driver Licence, Aus. Passport, Medicare Card and Utility Bill (Gas, water, phone etc) to register your account successfully.

You will need to choose the right employer, so your application is linked with our organisation”

Under Assessment Details **(3)** Please choose the area of service delivery that relates to your position best – If you feel there is not one that suits your position please select the last option – *Another Service Prescribed by regulation.*

Under Employer Details **(5)** You must enter the employer number of the entity you work for

Endeavour Foundation – 4-3LLO-1490 (ABN 80009670704)
or
Community Solutions – 4-3LLK-1944 (ABN 47209006415)

Who can I contact for support?

For **NDIS Worker Clearance** Enquiries:
1800 035 544

For **Working with Children Check** enquiries:
1300 652 879

Unsure about your role requirements?
People Services:
07 3900 5460
or
PeopleExperience@endeavour.com.au

What do I do after lodgement?

Please have on hand the details of the online account that you previously created when registering. You will need these details to track your application and see if anything further is required.

Please note – the Department will not email you regarding your application. You will need to check on the progress via logging in to the portal.

How can I track my application progress?

You can log into your account to track your application progress directly with [Service Victoria](#).

What do I do once I have been issued my Clearance?

You will need to send through a copy of your Working with Children's clearance once you have received it. We will track your **NDIS Clearance** via our worker portal so you will not need to notify us of any changes.

Working with Children Check Victoria – Waive Fee

If you have recently completed your NDIS Worker Screening check, you may be eligible to waive the Working with Children Check Victoria fee. Print a summary of the online form. In the **payment section**, disregard the payment details and enter “NDIS / WWCCV Employee Fee Waiver” and include your NDIS Worker Screening Licence Number.

Send your Summary, Proof of ID Documents and Certified Photographs to:

Working with Children Check Unit
GPO Box 1915
Melbourne VIC 3001