

Ardoch is committed to protecting children's rights, safety and wellbeing and has a zero-tolerance approach to all forms of child abuse.

Note: Victorian Working with Children Checks can take up to 3 weeks to be processed by the Department of Justice.

Apply as soon as possible

Already have a Working with Children Check?

- 1) Log into your Working with Children Check profile through [MyCheck](#).
- 2) Select 'Change my details'.
- 3) Select the option to 'add an organisation' and add Ardoch to your profile using the details below:
 - **Ardoch Limited, Level 4 85 Queen Street, Melbourne, VIC, 3000**
03 9537 2414
 - Under Occupational Work Codes add the code **44 – Educational**.
- 4) Email us at compliance@ardoch.org.au with a screenshot/pdf print of your MyCheck details page, confirming you have added Ardoch to your WWCC profile.

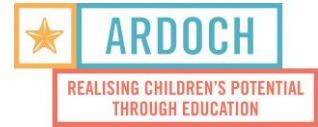
If you do not have a Working with Children Check

You will need to apply for a check online. Some applicants can prove their identity online, but if not, you will need to attend a participating Australia Post outlet to do so. Information on [how to apply and accepted identity documents can be found here](#).

- 1) Check if you can [apply fully online here](#). Follow their instructions to apply.
- 2) When asked 'Do you need an Employee or Volunteer Check?', remember to select "Volunteer".
- 3) When asked to provide 'organisation details', please enter the details below:
 - **Ardoch Limited, Level 4 85 Queen Street, Melbourne, VIC, 3000**
03 9537 2414
 - Under Occupational Work Codes add the code **44 – Educational**.

VICTORIA

Working with Children Check instructions



- 4) Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application with Australia Post OR confirmation of your application if you were able to apply fully online.

- 5) If you couldn't apply fully online, attend a participating Australia Post outlet to verify your identity, have your photo taken (free of charge), and lodge your application.
 - You can [find your nearest participating Australia Post outlet here.](#)

- 6) Email us at compliance@ardoch.org.au to let us know your application has been submitted.