

How to volunteer with Ardoch

Step 1: EOI

Express your Interest (EOI) by completing the form at the bottom of Credit Suisse's Volunteering page at <https://www.ardoch.org.au/credit-suisse-volunteering/>, noting the details of one or more programs at which you're interested in volunteering.

Step 2: Working With Children Check

If you do not already have one, apply for your Working With Children Check (WWCC) and email the details to: compliance@ardoch.org.au

Applying in NSW

- Visit <https://www.service.nsw.gov.au/transaction/apply-working-children-check> and apply for your WWCC.

Important: *You will need:*

- *one commencement of identity document (such as Australian passport, Australian visa, birth certificate),*
- *one primary use in the community document (such as drivers licence), and*
- *two secondary use in community documents (such as Medicare card, utility bill, bank or credit card).*

The names on the commencement and primary documents must match EXACTLY, including any middle names. At least one of these documents must be photo ID.

If you aren't an Australian citizen you can still obtain a WWCC but will need to provide a commencement of identity document such as an Australian visa, ImmiCard, or other DFAT documentation.

- When applying select "**volunteer**" for the check purpose and "**education**" as the child related sector
- Note down your application number and lodge your application **in person with your identity documents** ASAP. The application will expire in 28 days.
- Ardoch has arranged dedicated Credit Suisse times at Wynyard's Service NSW Centre (see below), and all you need to do is turn up during these times, say you are from Credit Suisse and you will be given a special ticket. Alternatively you can lodge at any [other Service NSW centre](#) in your own time, but note that other branches don't have dedicated Credit Suisse sessions.
 - **Mon 22nd August, 9.30am - 11.30am**
 - **Tue 23rd August, 9.30am - 11.30am**
 - **Wed 24th August, 9.30am - 11.30am**

Applying in VIC

- Visit <https://www.workingwithchildren.vic.gov.au/> and apply online for your WWCC.
- Select "**Volunteer Check**", for the organisation details please add "**Ardoch Limited, Level 4 85 Queen Street, Melbourne, VIC, 3000, 03 9537 2414**" and for the occupational work code please select "**44 - Educational**"

(Tip: this can be fully lodged online if you have the required photo ID and can verify your face via your phone camera). Alternatively, you will need to complete an online form and submit it in person at an Australian Post outlet.

If you already have a WWCC, input the details into your application (next step) and if you have a physical card (n/a in NSW) email a photo of it to: compliance@ardoch.org.au

Step 4: Registration

Complete the formal registration/application form emailed to by Ardoch you in response to your EOI. This is needed to ensure you can be set up in their online volunteering portal, and all necessary training modules can be assigned easily to you.

Step 5: Online Training

Complete the brief online training modules Ardoch assigns you, covering child safety and the program at which you will be volunteering.

Step 6: Volunteer!

Volunteer, and positively impact the life of a student facing disadvantage

Step 7: Volunteer again!

Keep checking the Credit Suisse Volunteering Page at <https://www.ardoch.org.au/credit-suisse-volunteering/> and email workplacevolunteers@ardoch.org.au for any further volunteering opportunities you would like to sign up for.

**Please note that a National Criminal History Check, and linking your Victorian WWCC to Ardoch as an organisation (n/a in NSW), is required for persons attending three or more Broadening Horizons events, in accordance with best practice child safety standards. Ardoch will advise you when you need to do this, and support you to lodge the police check and linking your WWCC to Ardoch when required. There is no individual cost for either of these items.*