

Working with Children Check

Declaration for Child-Related Work - Tertiary Practicum Students

This declaration must be completed by all students undertaking an **unpaid** child-related tertiary practicum placement.

Declaration					
Family name:					
Given names:					
Previous names:					
Street address:					
Suburb:		State:		Post code:	
Personal Email:				Telephone:	
Date of birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified		
Suburb/Town/City of birth:			State of birth (Aus. only):		
Country of birth:					
Country of citizenship:					
WWCC number from OCG:					
Name on WWCC Clearance:		Departmental ID number (if known):			
I give approval for my contact details to be included on relevant Department of Education mailing lists.				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicable from 2 March 2020

Document: Declaration for Child Related Work - Tertiary Practicum Students (PD-2005-0264-10)

Parent Document: Working With Children Check Procedure (PD-2005-0264-01)

If this is a printed copy, refer to the department's Policy Library for the most recent version.

Identity document: Government-issued photo ID showing full name, date of birth, current address. Please provide details of your ID below. For further information see the [WWCC Guide to Identity Documents](#).

Please email your completed form along with a copy of any relevant ID documents to wwcc@det.nsw.edu.au

ID document name	Issuing agency	Reference number

I declare that:

- 1) I have no criminal convictions in the past ten years. I understand that “conviction” is defined in the Criminal Records Act 1991 and includes a conviction, whether summary or on indictment for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to conviction.
- 2) I am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
- 3) I have no convictions that cannot become spent within the meaning of the Criminal Records Act 1991 including but not limited to:
 - (i) convictions for which a prison sentence of more than six months has been imposed; or
 - (ii) convictions of sexual offences.

I am aware that providing false or misleading information in this document may lead to the Department:

- withdrawing any offer of engagement that it has made to me; or
- terminating my engagement, or taking disciplinary action which may include my dismissal; and
- considering any false or misleading information I provide, when considering any future applications by me for engagement.

Signature:	Date:
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FOR OFFICE USE ONLY – To be completed by authorised DoE officer, or an authorised delegate of that officer. Authorised delegates checking the declaration and ID are identified in the Department’s Working with Children Check Procedure.

I, (name) _____

Role: SAS Staff /other _____ Location _____

Have checked and verified the following:

- Person has completed and signed this declaration form correctly
- Person presenting against the photo ID provided to verify their identity – matched
- Person’s name and DOB in the declaration using the photo ID provided – matched
- eCPC system - applicant is NOT included on the NTBE database
- Employee ID number in eCPC _____

Signature:	Date:
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Persons to complete this declaration

This declaration must be completed by students undertaking a tertiary practicum placement with the Department of Education (the Department) where the person is required to hold a Working with Children Check clearance under the Child Protection (Working with Children) Regulation 2013.

See the Department's [Working with Children Check Procedure](#) for more details.

Privacy Statement

The information collected on this declaration document and from identification documents you provide will be used by the Department to manage risk associated with its legal obligation to ensure the protection of children and young persons in its care and for purposes directly related to your engagement with the Department.

The Department will use this information to verify your identity and Working With Children Check (WWCC) clearance and to check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person.

If you are cleared for engagement, this information will be entered onto the Department's eCPC and you will be allocated unique employee identification number.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant law. The completed declaration form and a record of the eCPC check will be filed by the school/business area in secure storage for seven years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The Department will not disclose the information to another agency or person unless required or authorised by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form and in eCPC. Any copy of these documents will be securely destroyed immediately after use.

If you fail to provide all the information requested in this declaration the Department may decline your placement request.