

Bachelors of Health and Community Services

Placement Office - Bulletin

Dear Student,

The following documents are required to be emailed to Hisham Khalid before commencing placement:

1. Your most updated resume which includes a brief bio about yourself, your education and experience. Please edit the resume to reflect that the position you are applying for is – Community Service worker/officer. Should you require support to draft a resume, feel free to email Hisham.
2. A copy of your most recent police check. If you have not applied for a Police Check yet, please visit: <https://policecheck.auspost.com.au/>
3. A copy of your Working with Children’s Check card. If you have not applied for a WWCC card yet, please visit:
<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=wwcv>

A few things to remember when applying for a WWCC card:

- The WWCC is of 2 types, namely, VOLUNTEER and EMPLOYEE check. You are required to apply for at least a volunteer check. However, if you are working in or intend to work in an industry where you will be dealing with children under the age of 18, you may apply for an EMPLOYEE check also.
- While applying, you may run into confusion while entering “*Organisation Details*”. Please refer to the image on the next page to select relevant options and avoid this confusion.
- Once the application is complete, you will be asked to visit a local Post office for ID verification. Following this, **it would take about 14 days for the card to be posted to your address. Therefore, I encourage you to apply for this as soon as possible.**

Dr Hisham Khalid

Email : hisham@scei-he.edu.au

Mobile: 0426839225

Application for a Working with Children Check



Organisation details

All questions marked with an * are mandatory

Organisation details

Provide the details of the organisation(s) where you will be doing child-related work. We may contact these organisations whilst assessing your application.

Please ensure the postal address and phone number you enter is correct. We will send the outcome of your application to your organisation(s) at the address you enter below. If you are unsure, contact your organisation to confirm the details.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *

Yes No

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club/association...sporting nature'.

Occupational fields 1

Occupational fields *
Select at least one

Occupational type *

Employee Volunteer Both