

NSWTA WORKING WITH CHILDREN "HOW TO" GUIDE

The following guide has been designed to inform Affiliate Coordinators of their WWCC requirements when attending a NSWTA event.

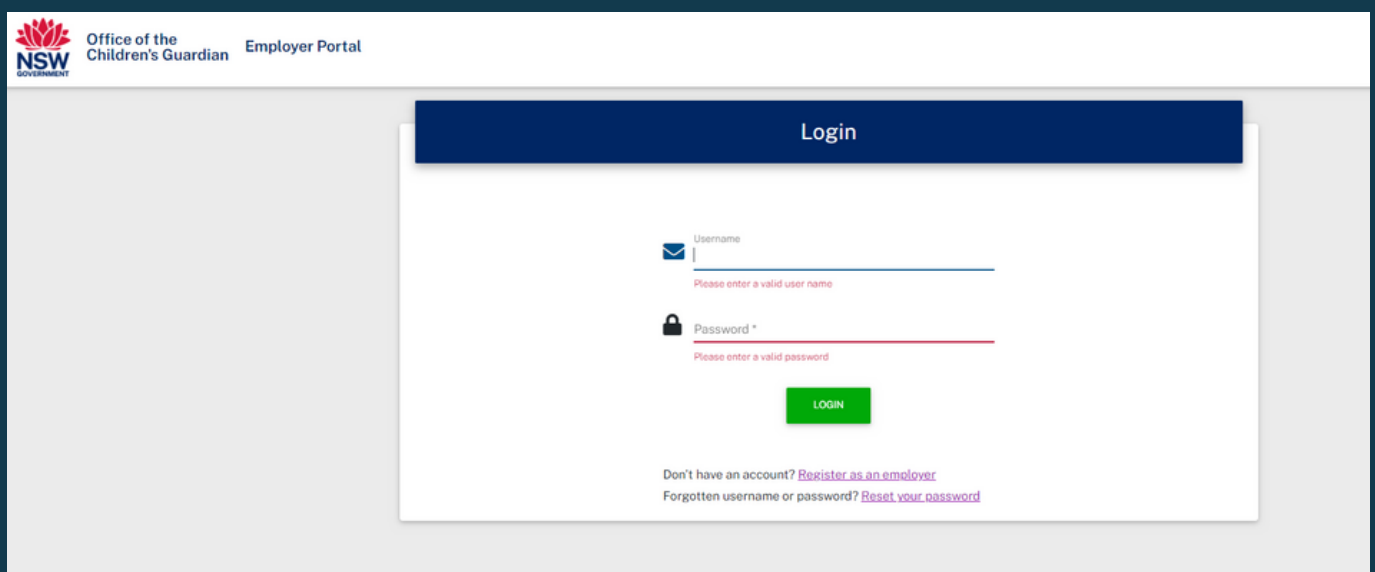


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Once this form has been completed, NSWTA now asks for all checks to be verified via The Office of the Children's Guardian - to ensure the reliability of all submissions.

<https://wwccemployer.ocg.nsw.gov.au/Login?ReturnUrl=%2FVerifyEmployee>

The below webpage will appear - you will need to login using your Affiliate's login details.



The screenshot shows the login page for the NSW Office of the Children's Guardian Employer Portal. The page has a white background with a dark blue header bar containing the NSW Government logo and the text "Office of the Children's Guardian Employer Portal". Below the header, there is a white box with a dark blue title bar that says "Login". Inside this box, there are two input fields: "Username" with a blue envelope icon and "Password*" with a black padlock icon. Both fields have red error messages below them: "Please enter a valid user name" and "Please enter a valid password". A green "LOGIN" button is positioned below the password field. At the bottom of the white box, there are two links: "Don't have an account? [Register as an employer](#)" and "Forgotten username or password? [Reset your password](#)".

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When verifying your Affiliate's checks, you will be required to enter: Family Name, Date of Birth, and WWCC Number/Application Number for those listed on the Protection Form.

Please note: You can verify multiple checks at once, by clicking "Add".

EMPLOYEES / VOLUNTEERS

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

Family name * Date of birth * Reference number *

WWC or APP followed by 7 digits

Family Name	Date of birth	Reference number	Actions
SMITH	10/04/1980	WWC0530508V	<input type="button" value=""/>

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Once all Team Management details have been added, click "Verify".

Verify Working with Children Check status

EMPLOYEES / VOLUNTEERS

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

Family name * Date of birth * Reference number * [ADD](#)

WWC or APP followed by 7 digits

Family Name	Date of birth	Reference number	Actions
SMITH	10/04/1990	WWC0530508V	

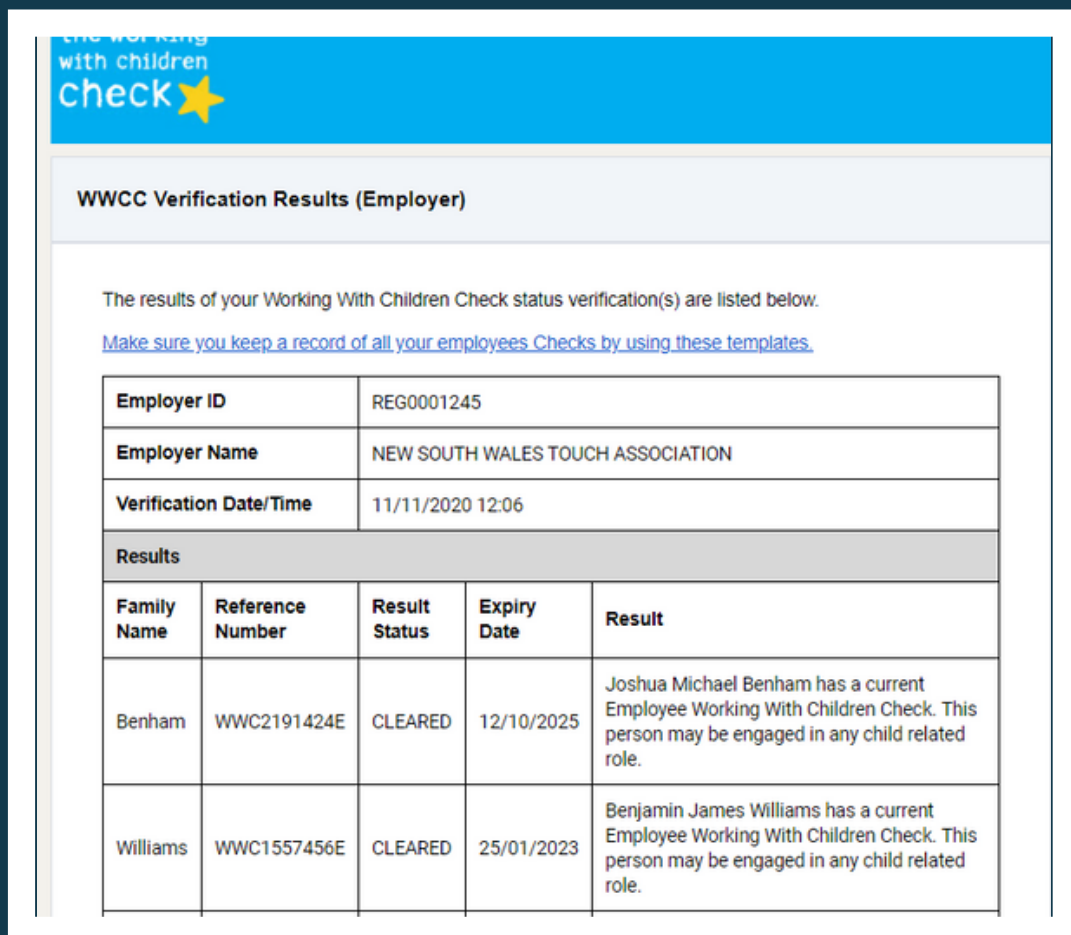
[VERIFY](#)


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You will then receive a "Verification Results Receipt" via email.

You will be required to send this receipt, as well as a copy of the completed Working with Children Protection Form to NSWTA prior to each event.

Please ensure all Checks have been cleared prior to submission.



the working
with children
check 

WWCC Verification Results (Employer)

The results of your Working With Children Check status verification(s) are listed below.
[Make sure you keep a record of all your employees Checks by using these templates.](#)

Employer ID	REG0001245			
Employer Name	NEW SOUTH WALES TOUCH ASSOCIATION			
Verification Date/Time	11/11/2020 12:06			
Results				
Family Name	Reference Number	Result Status	Expiry Date	Result
Benham	WWC2191424E	CLEARED	12/10/2025	Joshua Michael Benham has a current Employee Working With Children Check. This person may be engaged in any child related role.
Williams	WWC1557456E	CLEARED	25/01/2023	Benjamin James Williams has a current Employee Working With Children Check. This person may be engaged in any child related role.

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Please note: NSWTA will not be accepting WWCC submissions that fail to comply with the processes outlined within this guide.

If you require any further information regarding the contents of this guide, please do not hesitate to contact NSWTA Competitions Coordinator:

josh.benham@nswtouch.com.au

