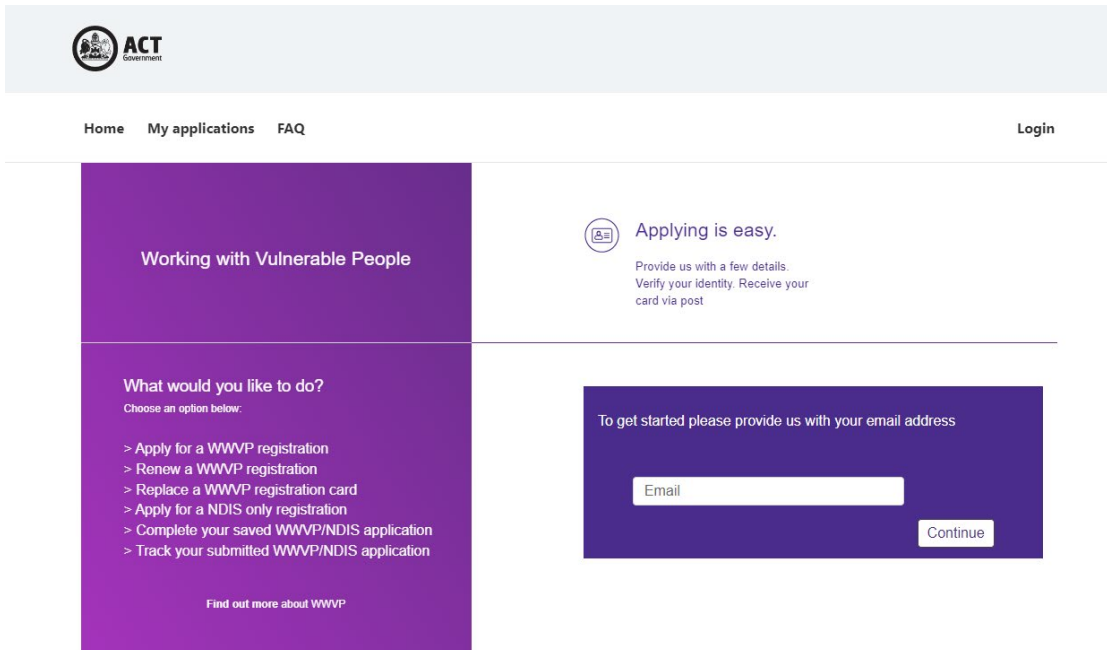


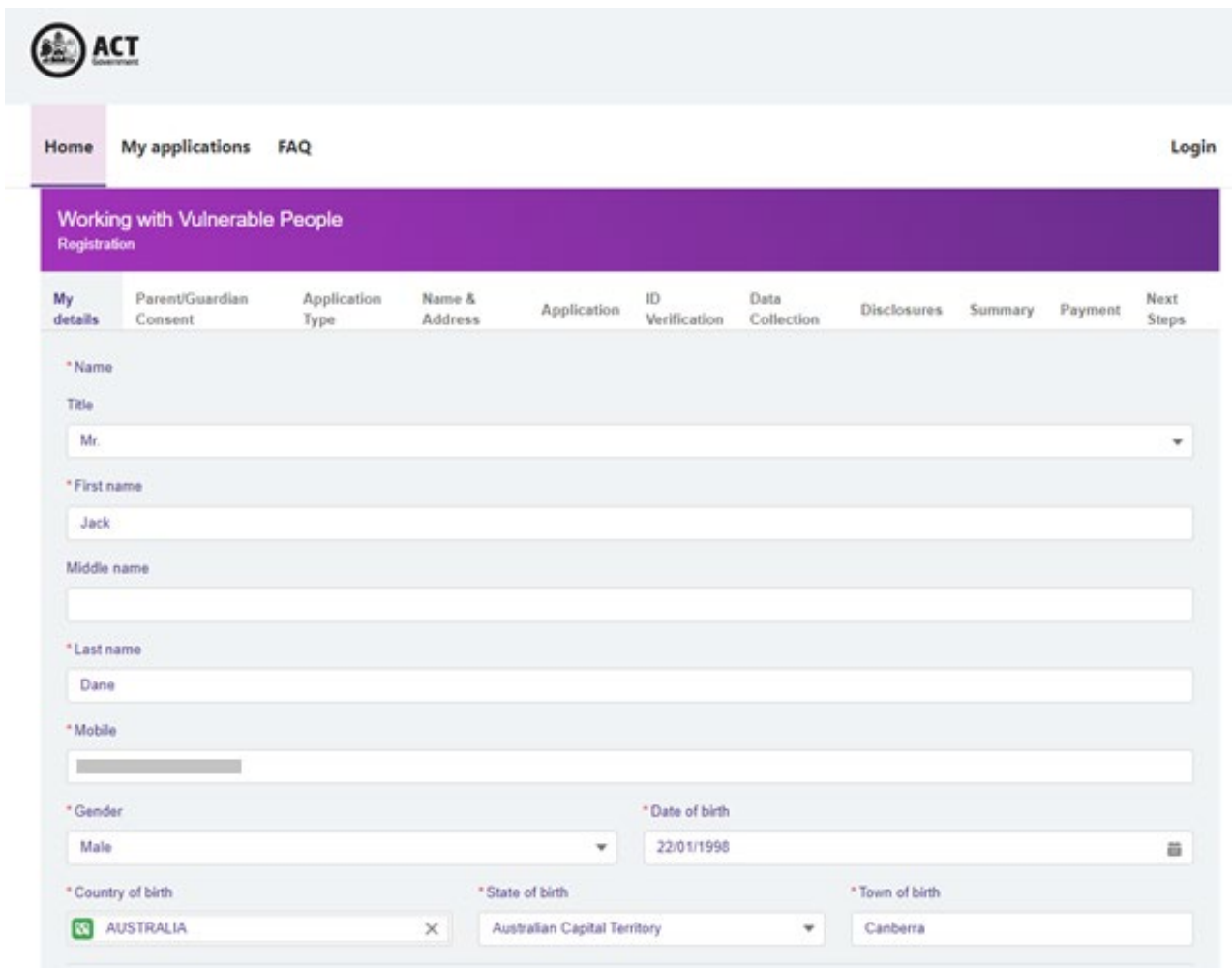
WWVP application steps

1. Enter your personal email address to begin the WWVP application.



The screenshot shows the homepage of the ACT Government's Working with Vulnerable People (WWVP) application. The header includes the ACT Government logo and navigation links for Home, My applications, and FAQ, along with a Login link. The main content area is split into two columns. The left column has a purple background and contains the text 'Working with Vulnerable People' and 'What would you like to do?' with a list of options: '> Apply for a WWVP registration', '> Renew a WWVP registration', '> Replace a WWVP registration card', '> Apply for a NDIS only registration', '> Complete your saved WWVP/NDIS application', and '> Track your submitted WWVP/NDIS application'. Below this list is a link 'Find out more about WWVP'. The right column has a white background and contains the text 'Applying is easy.' followed by 'Provide us with a few details. Verify your identity. Receive your card via post'. Below this is a dark blue box with the text 'To get started please provide us with your email address' and a form field labeled 'Email' with a 'Continue' button.

2. Enter your personal details



The screenshot shows the registration form for the WWVP application. The header includes the ACT Government logo and navigation links for Home, My applications, and FAQ, along with a Login link. The main content area has a purple background and contains the text 'Working with Vulnerable People' and 'Registration'. Below this is a navigation bar with tabs for 'My details', 'Parent/Guardian Consent', 'Application Type', 'Name & Address', 'Application', 'ID Verification', 'Data Collection', 'Disclosures', 'Summary', 'Payment', and 'Next Steps'. The 'My details' tab is selected. The form fields are: '* Name' (Title dropdown menu with 'Mr.' selected), '* First name' (text input field with 'Jack'), 'Middle name' (text input field), '* Last name' (text input field with 'Dane'), '* Mobile' (text input field), '* Gender' (dropdown menu with 'Male' selected), '* Date of birth' (text input field with '22/01/1998'), '* Country of birth' (dropdown menu with 'AUSTRALIA' selected), '* State of birth' (dropdown menu with 'Australian Capital Territory' selected), and '* Town of birth' (text input field with 'Canberra').

3. Enter details, enter your address manually if not found in the drop-down menu.

Note: Please exclude any apostrophes from the address- the system will not recognise.

Address

* Current permanent physical address

My postal address is different from my physical address.

Create an account

To secure this information please enter a password, so we can create an ACT Digital account for you. This enables you to return to your application whenever you like, and to check the progress of your application.

* Email

* Password * Confirm Password


I agree with the Working with Vulnerable People Registration and ACT Digital Account Terms of Use and to share my name, residential and postal address, date of birth, phone number and email from my ACT Digital Account with the Commissioner for Fair Trading for the purposes of a Working with Vulnerable People registration.

I have read and understood the Access Canberra Privacy Policy, and the Working with Vulnerable People Registration and ACT Digital Account Privacy Statement.

Home <Back Create my account>

4. Verify your email

Verify your email

 A PIN has been forwarded to the email address you provided. Be aware that some email providers forward unsolicited emails directly to the junk, spam or promotions folders.

Enter verification code

Haven't received a PIN? Resend PIN

5. Select the relevant options. For NDIS check yes if you are a:

- First year nursing student
- Occupational Therapy student
- Speech Pathology student

Working with Vulnerable People
Registration

My details | **Application Type** | Name & Address | Application | ID Verification | Data Collection | Disclosures | Summary | Payment | Next Steps

* Have you ever held a Working with Vulnerable People registration?
 Yes No

* Do you have a current WWVP registration, or equivalent, in another State or Territory?
 Yes No

* Are you intending on providing NDIS support & services in the ACT?
 Yes No

Home <Back Save & Continue>

6. Enter your permanent address. For international students this may be their home country address.

Working with Vulnerable People
Registration

My details | Application Type | **Name & Address** | Application | ID Verification | Data Collection | Disclosures | Summary | Payment | Next Steps

Previous name/s
 I have been known by another name (including Alias, name change by marriage or previous name, name change by Change of Name/Deed Poll).

* Address
Current permanent physical address

* Date From

* To Current

My postal address is same as my physical address.

Home <Back Save & Continue>

7. Check 'yes' for volunteer work. Enter organisation name as 'University of Canberra'. Enter the following organisation details:

- Address: University of Canberra, Bruce ACT 2617
- Contact name: Student placement office
- Contact phone number: 0262012830
- Contact email: placementoffice@canberra.edu.au

My details Application Type Name & Address **Application** ID Verification Data Collection Disclosures Summary Payment Next Steps

Application details

* I will be using this registration for paid employment Yes No

* I will be using this registration for volunteer work Yes No

WWVP Volunteer / Organisation Details Volunteer 1

Organisation name
University of Canberra

Your title / role in the organisation
Student

Employer / Organisation Postal address
Search Address

* Country
AUSTRALIA

* Address
University of Canberra

* City/Town * State/Province/Region * Zip/Postal Code
Bruce ACT 2617

Contact name
Student placement office

Contact phone number
0262012830

Contact email
placementoffice@canberra.edu.au

8. Check options as shown below. Check NDIS if you are a:

- First year nursing student
- Occupational Therapy student
- Speech Pathology student

The organisation name for NDIS activities is University of Canberra.

* I will be in contact with children Yes No

* I will be in contact with vulnerable adults Yes No

* This registration is for a public vehicle license. (For instance Uber, Bus Driver) Yes No

* Is your employment through an NDIS provider? Yes No

* Are you volunteering through an NDIS provider? Yes No

NDIS Volunteer/Organisation Details
If your volunteer is not on the volunteer list, save your application and contact your volunteer to confirm their registration details with the NDIS Commission.

* Volunteer/Organisation name

* Do you have a NDIS Worker Screening ID? Yes No

Home <Back Save & Continue>

9. In the last step, upload documentation in a PDF format.

Working with Vulnerable People
Registration

My details Application Type Name & Address Application **ID Verification** Data Collection Disclosures Summary Next Steps

We now need to confirm your identity

As part of your Working with Vulnerable People (WWVP) application, you must provide four (4) forms of identity. If you do not have the documents details on you, you will not be able to complete the process online.

The proof of identity documents include:

- One commencement identity document;
- One primary identity document;
- Two secondary identity documents;
- One of your documents must include your photograph.

If you complete the application online, you will be required to attend an Access Canberra Service Centre with originals or certified copies of the documents you list below to have your identity confirmed.

Any documents in languages other than English must be accompanied by a NAATI accredited translation.

Please do not attend a Service Centre until the application is complete.

If you cannot meet the proof of identity requirements, please contact the WWVP Background Screening Unit on 13 22 81, or by email at WWVP@act.gov.au to discuss your options.

- > Commencement Identification
- > Primary Identification
- > Secondary Identification
- > Secondary Identification

▼ Commencement Identification

Please select one of the Commencement of Identity Documents

--Select--

- Australian Birth Certificate
- Evidence of Immigration Status (ImmiCard)
- Australian Visa
- Australian Passport
- Australian Citizenship Certificate

▼ Primary Identification

Please select one of the Primary Identity Documents

--Select--

- Australian Drivers Licence
- Evidence of Immigration Status (ImmiCard)
- Overseas (Foreign) Passport
- Australian Proof of Age Card
- Australian Passport
- Australian Tertiary Student Photo ID
- Photo Identity Card

▼ Secondary Identification

Please select one of the Secondary Identity Documents

--Select--

- Australian Medicare Card
- Aviation Security Identification Card
- Firearm Licence
- Centrelink Concession Card
- Foreign Government Issued Document
- Enrolment with the Australian Electoral Commission
- Federal/State/Territory Government Photo ID Card

▼ Secondary Identification

Please select one of the Secondary Identity Documents

--Select--

- Convention Travel Document (DFAT)
- Maritime Security Identification Card
- Credit reference check
- Consular photo identity card (DFAT)
- Security Guard/Crowd Controller Licence
- Australian Defence Force Photo ID
- Document of Identity (DOI) (DFAT)
- Certificate of Identity (COI) (DFAT)
- Veteran's Affairs Card
- Police Force Officer Photo Card
- Bank Card