

Working with Children Check Requirements for Tertiary Practicum Students - Factsheet

University students planning to undertake practical training, an unpaid internship or participate in an associate program that includes practical training as part of their educational or vocational course are required to have their Working with Children Check (WWCC) clearance verified by the NSW Department of Education.

To be able to undertake your practicum placement in any NSW public school, you must complete an online Pre-service Teacher Registration Form (for Initial Teacher Education (ITE) Students only) or a Non-Teaching Tertiary Practicum Student Application form (for all other tertiary practicum students).

So what happens next?

If you are undertaking a placement/practicum in any NSW public school, you will need to:

Step 1

Apply for a WWCC clearance. Please go to: ocg.nsw.gov.au and select 'Apply' under the 'Applicants' Quick link. Then complete the online form.

Step 2

Visit a [Service NSW](#) Service Centre to [verify your identity](#).

Step 3

Pre-service Teachers/ITE Students	All other Tertiary Practicum Students
Complete the Pre-service Teacher Registration Form online.	
Immediately after submitting the online Pre-service Teacher Registration form, you will receive an email. You must confirm your WWCC submission by clicking on the link provided in this email within 24 hours of completing the online form.	Complete and submit a Non-Teaching Tertiary Practicum Student Application Form online.
Your WWCC clearance will be verified by the department, and you will receive a confirmation email that you are cleared and registered for placement.	Your WWCC clearance will be verified by the Probity Unit, and you will receive a confirmation email upon verification.
You cannot begin your professional experience placement until your registration is complete.	You cannot begin practical training until the clearance is verified.

Step 4

On the first day of placement, you will be required to present photo identification and sign in. The school will verify the details on your ID with the information you provided in the online form. The school is not required to scan or keep a record of your ID.

Note: Students who receive any form of payment from the department, such as a salary, grant, allowance, or scholarship, including cadets or paid interns, must hold a Working with Children Check (WWCC) clearance for **paid employment**. Furthermore, they must undergo a comprehensive Criminal Record Check. The document requirements for these students vary from those for volunteers.