



**Mount  
Carmel  
College**

We nurture.  
We challenge.  
We care.

## Volunteers - Working with Vulnerable People Registration

All parent and other volunteers at Mount Carmel College involved in coaching or supervising sporting teams, parent help, canteen duty, learn to swim etc. are required to have Working with Vulnerable People registration in place prior to commencing volunteer work for the College. If you do not have your Working with Vulnerable People Registration in place and there is any chance that you will be involved with parent help etc., please register immediately as it may take some time for the Department of Justice to issue your Registration Card.

We very much appreciate our College volunteers and we thank you for taking the time to obtain your WWVP Registration.

How do I apply for a WWVP Check and Number?

1. Complete the online application form. This is available from the website:

[http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

Please select Mount Carmel College as a school where you will be volunteering.

2. Print the 'Application Receipt' which is generated when the Application has been completed in full. (If you do not have access to a printer, record the reference number and take that to a Service Tasmania Shop).

3. Take the 'Application Receipt' to a Service Tasmania Shop, pay the prescribed fee (\$19.44 for three years) have your photo taken and have your identity confirmed. You will need to provide 100 points of identification. A Driver's Licence is 100 points.

4. The Tasmanian Department of Justice will assess and process Applications and issue the appropriate Assessment Notice and Registration Card directly to the applicant.

5. Once your card is received, please bring it to the College office for copying, in order for your registration to be recorded and verified.

Please refer to [http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children) for more details on how to apply or contact the College office.