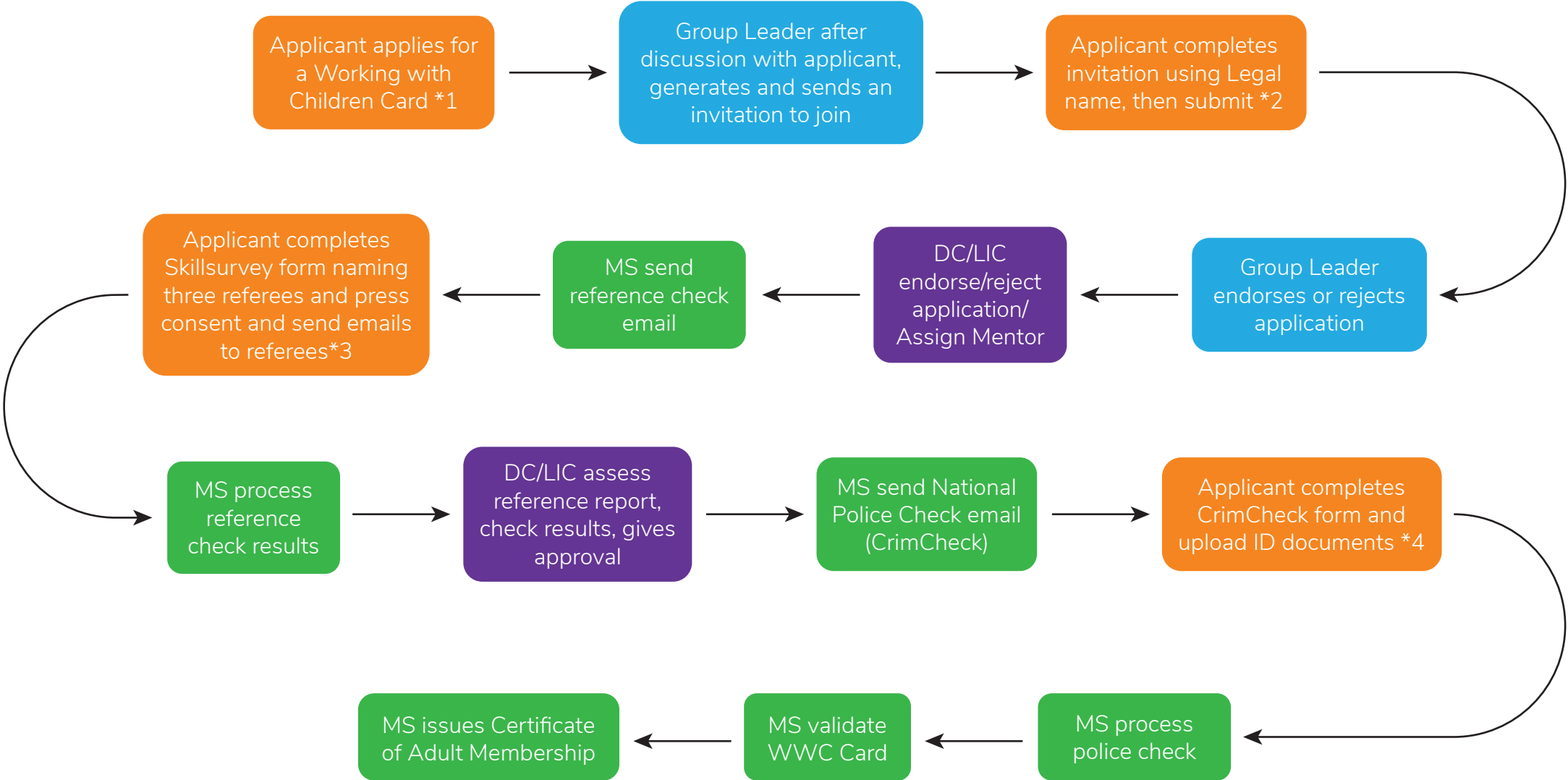


Online Membership Application - Adult Leader, Adult Helper



***1 Apply for a Working with Children Card**

All adult members are required to hold a WWCC and have the details of the card recorded against their membership record.

To apply for a WWCC visit the Working With Children Check website and complete the online application. You must then print your application and lodge it at a participating Australia Post outlet along with a passport size photo, your proof of identity documents and the relevant fee. A volunteer WWCC is free.

Applicants should use the codes 10 and 42 on their WWCC application.

Use the following organisation details recorded against their card: Scouts Victoria, 152 Forster Road, Mount Waverley VIC 3149 Tel: 03 8543 9800

NB: Please do not use the name or address of your local Group.

For existing cardholders, this can be done online at <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/update-my-details>

Victorian Legislation provides exemptions to some occupations. However, Scouts Victoria requires that all adult members hold a WWCC regardless of any exemption that may be applicable under the Act. This requirement ensures that Scouts Victoria applies a consistent approach to all adult members.

***2 Complete invitation to join**

It is important to use your full legal name in this application. The name used must match any ID documents that will be used in the National Police Check and on the Working with children card.

Please check name, date of birth before submitting. If you have been a member (Adult or Youth) in the past, please ensure your Group Leader knows this before submitting, as we would like to use your old registration number.

***3 Complete Skill survey**

This is Scouts Victoria online system that is used for reference checking. The reference checking process collects feedback on a range of personal skills and attributes which are relevant to volunteer roles in Scouting.

Don't be put off by the business language of the Skill Survey messages.

Follow the link in your email. We ask that you do this within 24 hours of receiving the email.

It will open a web page where you will input your referees.

- Provide three referees (relatives cannot be used as referees) who can share feedback on your work or volunteering experience.
- Ideally at least one of the three referees is a current or past manager/supervisor. If possible, you are also encouraged to provide one Scouting-related referee (but no more than one) who is a Group Leader or other Leader within the organisation.

For recent graduates a teacher, professor or instructor may qualify as a manager referee.

This can be a really slow process, so to avoid delay, we ask you to keep in contact and monitor your referee progress:

- Alert your referees to watch for the web link via email.
- Login and view the link daily to monitor reference completion progress.
- Contact referees that haven't completed and remind them to complete the survey.
- Check for email bounce backs and incorrect email addresses. If an email does bounce back please correct the address in the system and then resend the request to your referee.

Please refer to customerservice@skillsurvey.com for assistance if you have any technical difficulties with the process.

***4 Complete National Police check (CrimCheck)**

National Police checks are conducted by Scouts Victoria to identify any offences or criminal history that may be incompatible with our Adult Code of Conduct. The police check provides an outline of all offences that a person has been found guilty of, or pending court appearances. This information is more extensive than a Working with Children check, which covers specific offences relating to children and some offences relating to Adults. This information is kept in the strictest confidence and retention of this information is managed in line with the access agreement with our Police check provider.

Scouts Victoria uses CrimCheck, as you are able to upload your ID documents directly into the system. You can find the list here of the ID requirements. You will need to upload one document from the commencement of identity section, one document from the primary use document and two documents from the secondary use documents.

- Go to the link provided in your email.
- Read the disclaimer carefully on the opening page and take note that clicking "yes" will be considered your consent for a national police check to be lodged.
- Fill in the next page of the online form taking extra care with personal information as once the check is submitted to the national police we cannot edit or change any personal information.
- Upload your ID documentation.
- Once you have completed the form you will receive a confirmation email from CrimCheck. This is for information only and you do not need to respond to it, or forward it to anyone.