

Schedule A

Applicability of WWC Check for employees and non-employees

This table summarises the way this policy applies to different categories of engagement. Where individuals are eligible to apply for an exemption they must meet ALL the criteria outlined below. Exemption is not applicable for any category where the activities, work, or services fall within clause 9 of the Working with Children Policy.

Exemption criteria

Individuals who apply for an exemption will be required to confirm that they meet ALL the criteria below:

- a. Are not Engaged in Child Related Work; and
- b. Have no intentional interaction with a child or children in the course of undertaking this work, activity or service; and
- c. Are Engaged on an infrequent and ad hoc basis, no more than 35 hours in a 12 month period; and
- d. Have never received a Negative Assessment Notice nor engaged in conduct that would result in a Negative Assessment Notice, should they be required to apply for a WWC Check.

Intentional interaction is defined as interaction that is planned or premeditated.

Category	Sub-category	WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
		WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
Employees	Continuing and fixed term employees (including clinical)	Yes	HR	No ²	NA	VIT - A current valid Victorian Institute of Teaching (VIT) registration is considered equivalent to a Victorian WWC Check. Recruits from other Australian jurisdictions - may be permitted to commence without a WWC Check if they hold a recognised equivalent to a Victorian WWC Check. These individuals will

¹ Exemption is not applicable where the activities, work, or services that fall within clause 9 of the Working with Children Policy

² Exemption may be available under the condition outline in clause 9 of the Working with Children Procedure.

Category	Sub-category	WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
		WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
						need to obtain a Victorian WWC Check within 30 days of commencement of engagement with the University.
	International recruits into continuing and fixed term position	Required to present a recognised international probity check	HR	No	NA	Will need to obtain a Victorian WWC Check within 30 days of commencement of engagement with the University.
	Casual employees	Yes	HR	Yes Use Employee Exemption Form	HR	<p>Casual staff is the only category that may be engaged while the WWC Check application process is underway as long as the engagement does not involve Child-related work.</p> <p>In this situation, casual staff are required to provide HR and their hiring manager with their WWC Check application number and a copy of the payment receipt for their WWC Check application.</p> <p>The hiring manager is required to monitor duties and activities until such time as the assessment outcome is known.</p> <p>Casual staff are required to promptly provide the positive WWC Check to their hiring manager and to HR Assist via Ask HR.</p>
	Honorary, Emeritus and Visiting staff	Yes	HR	Yes Use Employee Exemption Form	HR	<p>Those based and operating outside of Australian jurisdiction are automatically exempted from the requirement to hold a valid Victorian WWC Check or equivalent.</p> <p>International visiting staff whose engagement with the University is 6 months or less are not required to obtain a WWC Check. Same as International recruits, they will need to present a recognised international probity check to HR along with other documentations as part of their onboarding process.</p> <p>Visiting HDR students undertaking studies at La Trobe are not required to hold a WWC Check unless they are engaged in</p>

Category	Sub-category	WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
		WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
						employment with the University or there is a requirement for them to engage in Child Related Work.
Non-employees	Contractor /Sub-Contractors	Yes	Relevant Business Unit	Yes WWC Declaration Form	Head of relevant Business Unit	<p>All Contractors who are engaged by the University or its Business Unit are required to sign a WWC Declaration Form as part of the engagement process. Where the engagement involves multiple employees, or subcontractors or agents, the business/organisation is responsible for the compliance of all their employees, subcontractors and agents who are engaged with the University.</p> <p>Contractors from other Australian jurisdiction who are engaged for a period of more than 30 days within Victoria will be required to obtain a Victorian WWC Check.</p> <p>Those operating outside of the Australian jurisdiction is exempted from the requirement to hold a WWC Check.</p>
	Tenants	Yes	Relevant Business Unit	Yes Use WWC Declaration Form	Head of relevant Business Unit	All tenants are required to sign a WWC Declaration Form as part of the engagement process. Where the engagement involves multiple employees, or subcontractors or agents, the tenant is responsible for the compliance of all their employees, subcontractors and agents who are engaged with the University.
	Licensees ³	Yes	Relevant Business Unit	Yes Use WWC Declaration Form	Head of relevant Business Unit	All licensees are required to sign a WWC Declaration Form as part of the engagement process. Where the engagement involves multiple employees, or subcontractors or agents, the licensee is responsible for the compliance of all their employees, subcontractors and agents who are engaged with the University.

³ Licensees only have a non-exclusive right to be on the University's premises for an agreed time and purpose ie for the hire of facilities, whereas a Tenant would be granted an exclusive right.

		WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
Category	Sub-category	WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
	CONAGOTH	Yes	HR	Yes Use WWC Declaration Form	HR	A subset of Contractors. These are Contractors, Agency and Others (includes Directly Appointed Contractors) who are engaged by the University or its Business Unit. HR requires that that CONAGOTH's WWC Check number (or submit exemption request) be provided as part of the request to create a CONAGOTH account in the HR System. CONAGOTH operating outside of the Australian jurisdiction is exempted from the requirement to hold a WWC Check.
	Third Party Teaching Partners Domestic UG delivery	Yes (see notes)	Academic Program Director	Yes (see note)	Academic Program Director (APD)	As part of their agreement/contract with the University, domestic partners delivering LTU UG program are required to have their staff (includes contractors, subcontractors and agents) who have <i>direct intentional interaction</i> with LTU UG students to hold a WWC Check. The APD may at any point in time, elect to undertake a compliance audit of the partner WWC Check register to ensure their compliance with the terms of their contract.
	Third Party Teaching Partners Domestic PG delivery only	See notes	Academic Program Director	Yes	Assoc PVC Academic Partnership	Domestic partners teaching only PG program are exempt from the requirement to have their staff hold a WWC Check unless the program delivered involves <u>Child Related Activities</u> , then a WWC Check will be required for all relevant partner staff.
	Offshore Third Party Teaching, Agency or Contractors	Exempt	Academic Program Director	Exempt	PVC I	Applicable to individual or organisation operating outside of the Australian jurisdiction.
	WIL and Placement organisation	Variable (see notes)	Placement Team	Variable	Assoc PVC Academic Partnership	Under 18 students must go to organisations where WWC Check is either embedded or arranged (in agreement), or in some instances, direct supervisors may have WWC Check.

Category	Sub-category	WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
		WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
						WWC Check is not required for non-placement WIL ⁴ , non-first year UG placements and where organisation already has E-type WWC Check requirements (eg. Schools)
	Research partners	Variable (see note)	Lead Researcher	Yes	Lead Researcher	<p>WWC Check is required for research partners/collaborators only where:</p> <ul style="list-style-type: none"> the research project is led (or sub-contracted to be lead) by La Trobe, and involves <u>Child Related Activities</u>. <p>Where a WWCC is required, partners/collaborators must have a valid WWC Check in place prior to commencing in the project.</p> <p>The leader of the research project is responsible for ensuring the project and its participants/collaborators are compliant with the University's WWC Policy. Management of this is via Research Ethics Committee.</p> <p>An exemption form is not required where the project does not require WWC Check or the research partner is operating outside of the Australian jurisdiction.</p>
	Volunteers	Yes	Relevant Business Unit	Yes Use Non-employee Exemption form	Manager, relevant Business Unit	All Volunteers (including student volunteers) are required to hold a Volunteer WWC Check unless an exemption has been requested and approved.
	Visitors (as defined in the University's WWC Policy)	Exempt	NA	Exempt	NA	
	Children (U18)	Exempt	NA	Exempt	NA	

⁴ Non-Placement WIL is any work-related experience that is integrated with learning activities but does not require students to be located in a workplace for any significant period of time, for example, carrying out learning or assessment activities that reflect workplace expectations, simulations of real work environments, projects including site visits.

		WWC Requirement		Exemption		Notes on application of the WWC Policy and WWCC exemption
Category	Sub-category	WWC Check in place prior to engagement	Oversight for WWC Check	Available ¹	Approving authority	
	Students including placement, practicum or WIL	Variable (see note)	Variable includes College Placement Team	No		<p>Student undertaking placements, practicum or WIL, or HDR students who are undertaking child-related research or work, are within the scope of the Working with Children (Students) Procedure.</p> <p>Student undertaking unpaid child-related work or professional placements at La Trobe are required to have a current and valid Volunteer WWC Check prior to commencing their placement.</p> <p>In non-child related placement, practicum or work integrated learning activities, the host organisation may require the student obtain a WWC Check. The type of WWC Check required (Volunteer or Employee) will be determined by the host organisation.</p>
	Any others not covered in the sub-categories above	Variable	Variable	Yes	Variable	Any other persons who are engaged or are associated with the University, who has intentional interaction with a Child or Children as part of their engagement with the University is required to have a valid and current WWC Check or equivalent.