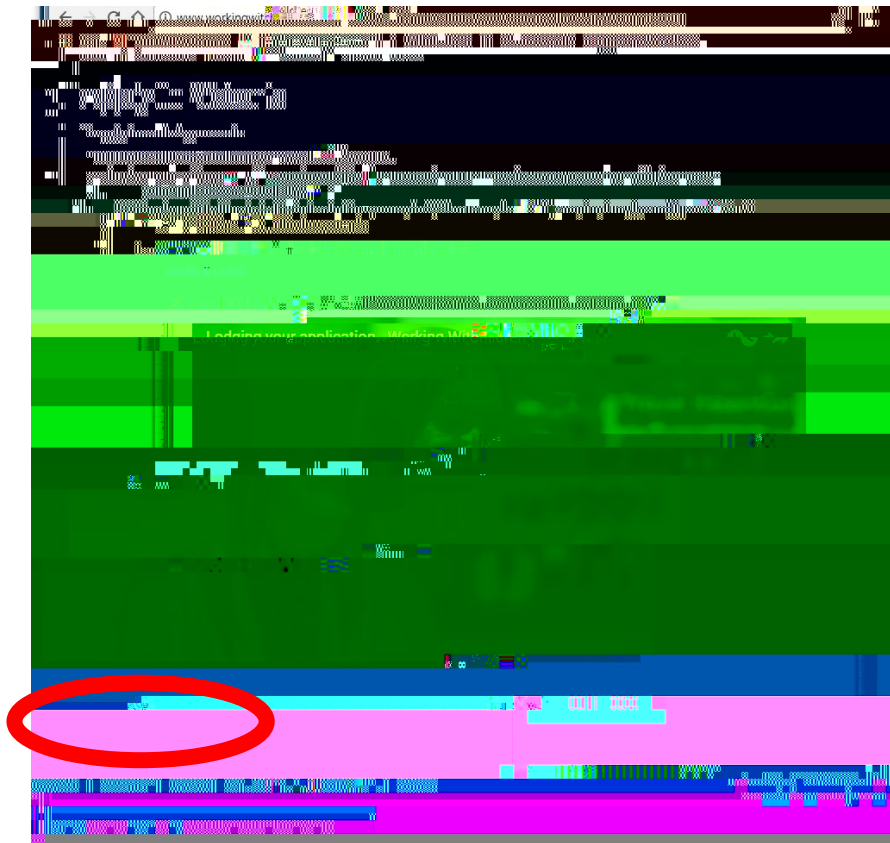
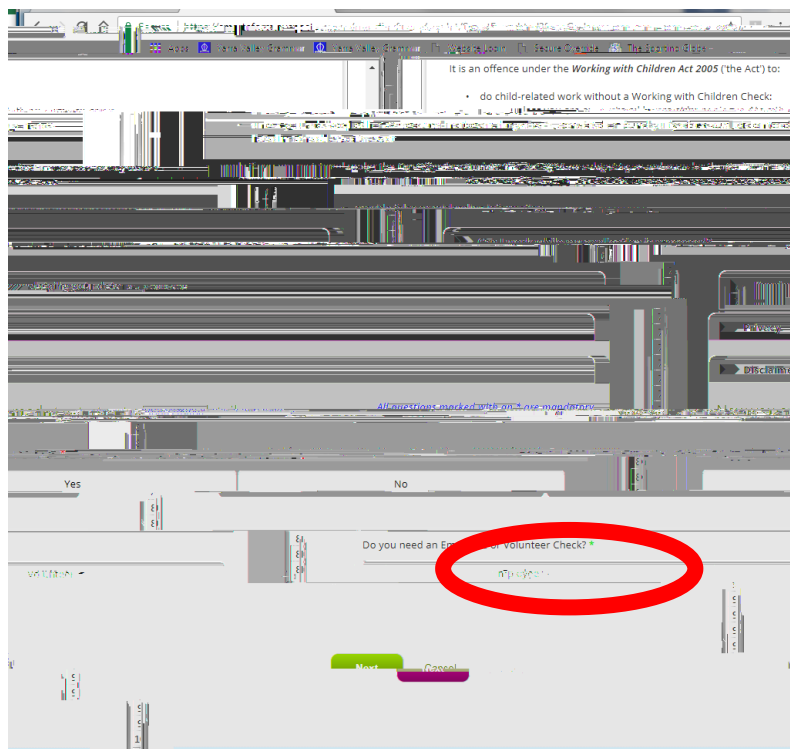


4) Click 'Start Application'



5) Fill out all required information, ensuring to mark that you are applying for a volunteer check. Please check all details carefully as you cannot go back to a page once you have pressed 'next'.



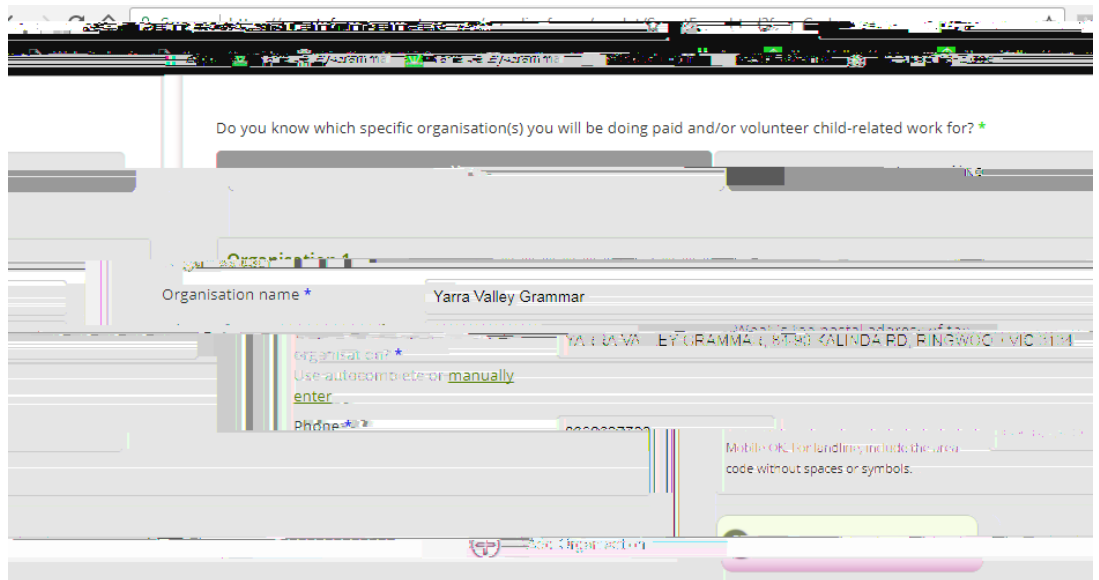
6) For the Organisation details, enter the below details:

Organisation name: Yarra Valley Grammar

Postal Address: Yarra Valley Grammar, 84-90 Kalinda Road, Ringwood, VIC, 3134

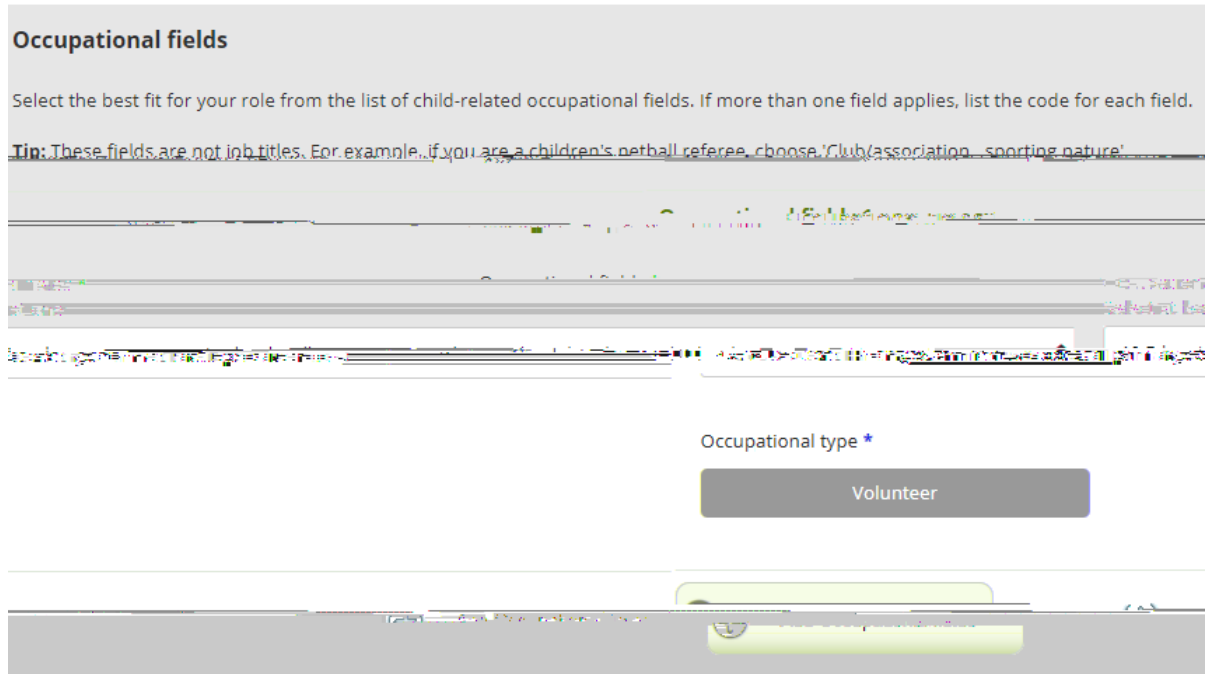
- o When you type '84-90 Ka...' a drop down option should appear

Phone: 0392627700



The screenshot shows a web form titled "Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *". The form has several fields: "Organisation name" with the value "Yarra Valley Grammar", "Postal address" with the value "YARRA VALLEY GRAMMAR, 84-90 KALINDA RD, RINGWOOD, VIC 3134", "Phone" with the value "0392627700", and "Mobile" with the value "0392627700". There are also fields for "Email" and "Website". A "Save Organisation" button is visible at the bottom right. A tip at the bottom right says "Mobile OK, for landlines include the area code without spaces or symbols."

7) State the occupational field as '46 Educational – non-government schools (all primary, secondary, technical and special schools)'



The screenshot shows a section titled "Occupational fields". It contains the text: "Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field." Below this is a tip: "Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club (association, sporting nature)'. There is a search bar and a list of fields. Below the list is a section for "Occupational type" with a button labeled "Volunteer".

8) You can then choose to either verify your identity online or at an Australia Post store as described on the Identity Verification section of the application process (requires at least two forms of ID, one of which has to be photographic).

9) Consent and declaration - read all the relevant information then sign and submit your form.

10) Record any information regarding an application check to give to Yarra Valley Grammar. As long as the School has your application number, you are able to begin volunteering.

11) An alert will come up stating 'further action needed'. To finalise the process, you must visit a participating Australia Post store, after you have received a confirmation email. This email will have a barcode which can be printed or scanned directly from your phone. Locate a participating postal service using the online site (<http://auspost.com.au/pol/app/locate/post-office/working-with-children-check-vic>) or, as at 22/08/2017, the following post offices accepted them near Ringwood:

- Ringwood Post Shop (Shop L1, 175 Maroondah Highway, Ringwood)
- Ringwood East LPO (74 Railway Parade, Ringwood East)
- Ringwood North LPO (188 Warrandyte Road, Ringwood North)
- Mitcham Post Shop (528 Whitehorse Road, Mitcham)
- Vermont LPO (Shop 3, 580-