

# Working with Children Check

## Volunteer to Employee

You need an Employee Check to do paid child-related work. Employee Checks are valid for five years. All clergy, including PTO clergy, are required to have an Employee Working with Children Check.

### How do I know if I have a Volunteer or Employee Check?

On your Working with Children Card there will be a letter printed underneath your photo.

- A **V** means it is a **volunteer** check
- An **E** means it is an **employee** check

### How do I change from a Volunteer to an Employee Check?

Visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

1. Register for a MyCheck account, then log in and select '**Volunteer to Employee Check**'.
2. If you have renewed your Check previously, upload a new photo.
3. Confirm or update your personal, contact and organisation/s details.
4. Pay the **non-refundable** Employee Check fee by credit card.

#### Contact

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