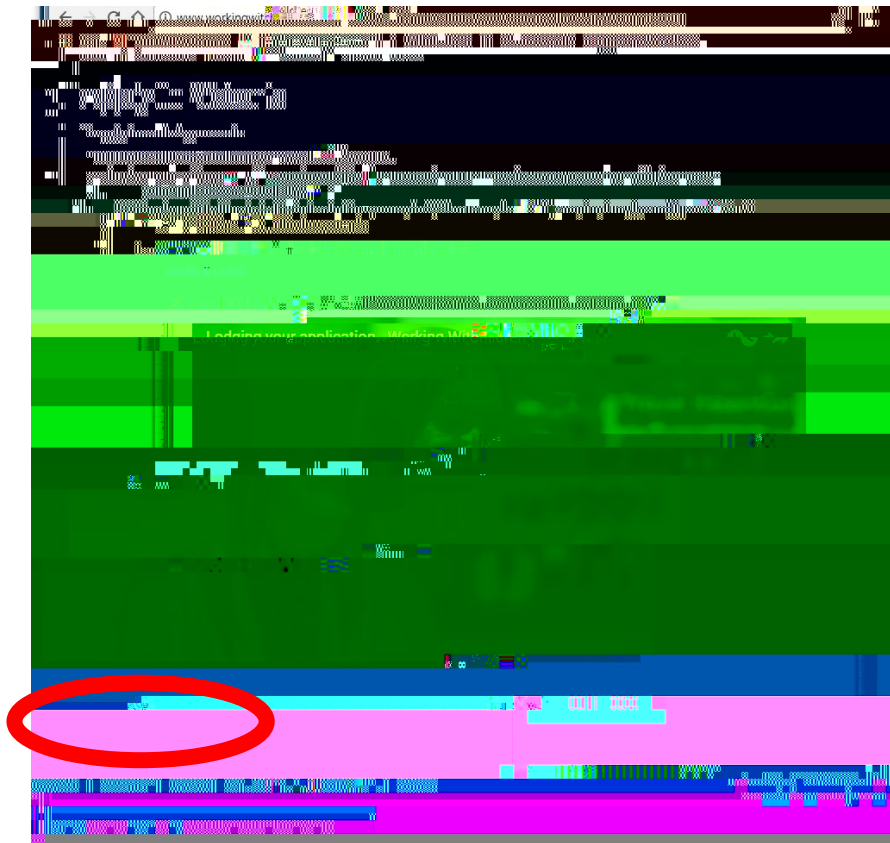
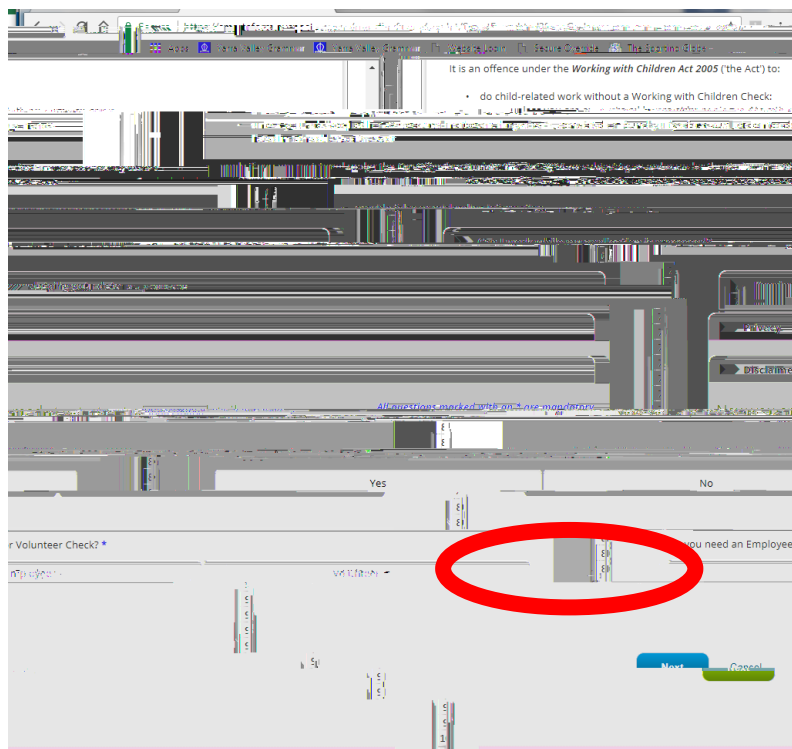


4) Click 'Start Application'



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 with the following fields and content:

- Question: "Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *"
- Field: "Organisation name *" with the value "Yarra Valley Grammar".
- Field: "Postal address" with the value "YARRA VALLEY GRAMMAR, 84-90 KALINDA RD, RINGWOOD, VIC 3134".
- Field: "Phone" with the value "0392627700".
- A dropdown menu is open below the postal address field, showing a list of suggestions.
- A "Save Organisation" button is visible at the bottom.

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

The screenshot shows the "Occupational fields" section of a web form:

- Section title: "Occupational fields"
- 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."
- Tip: "Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club (association, sporting nature)'"
- A list of occupational fields is displayed, with "46 Educational – non-government schools (all primary, secondary, technical and special schools)" highlighted in green.
- Field: "Occupational type *" with a dropdown menu showing "Volunteer" selected.

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-