

Registration to Work with Vulnerable People

Registration to Work with Vulnerable People (RWVP)

Teachers need to be aware that it is an offence under the *Registration to Work with Vulnerable People Act 2013* section 16A for registered persons in the **volunteer class** to engage in a regulated activity for financial or material benefit.

This means that **teachers in paid employment** need to ensure that they have the correct class of RWVP that is the **employment or employee classification** as opposed to the volunteer classification.

If you are unsure about your classification this is a matter for you to clarify with the Department of Justice not the Teachers Registration Board as we are not privy to your classification status.

Change of Class from **Volunteer** to **Employment/Volunteer** Process

- There is **no need** to visit *Service Tasmania* to change your class of registration
- Change must be made online (See Change your details screen http://www.justice.tas.gov.au/working_with_children)
- You will need your Application or Registration Number, Last Name and Date of Birth
- This gives you access to request a code that will be sent to you by **email** address or by **sms** (whichever you select).
- After entering the code you will have access to all the information previously provided by you
- At this point there are two things you should change:
 1. Your Class of registration from Volunteer to Employment/Volunteer
 2. Add any Employer not previously listed (for instance the Department of Education, TasTAFE, Tasmanian Catholic Education Office or Christian Schools Tasmanian Etc)
- After saving your changes you will be asked to pay the fee to change your class of registration (\$85.84)
- In the case of permanent staff from the DoE or TasTAFE – there is no need to pay as long as you have listed DoE or TasTAFE as your employer.
- If you have added the DoE or TasTAFE as your employer then payment will be made by them within a few days of you making the change.
- Your class of registration will be updated online as soon as payment is made and you will be sent a new (Employment/Volunteer) registration card within a few weeks.

Please direct all questions about this process to the Department of Justice.

- Email: workingwithchildren@justice.tas.gov.au
- Search their website: http://www.justice.tas.gov.au/working_with_children
- [Frequently Asked Questions](#) (FAQs)