

# Frequently Asked Questions

## Registration to Work with Vulnerable People



TEACHERS  
REGISTRATION  
BOARD TASMANIA

*Please use the navigation on the left to target your question*

All Tasmanian teachers and Limited Authority to Teach holders are required to hold **Registration to Work with Vulnerable People (RWVP)** (also referred to as **Working with Children** check) with the Department of Justice, Tasmania.



### **Please Note:**

Working with children check/ registration = Registration to Work with Vulnerable People (RWVP)

## I hold Registration to Work with Vulnerable People (RWVP) with Department of Justice

How do I provide my RWVP information to the TRB?

There are two ways to provide this information in your TRB Online account:

1. Adding it to the My Details section - [see our attached guide](#)
2. When you complete an application in TRB Online for:
  - a. Teacher Registration
  - b. A Limited Authority to Teach
  - c. Renewal of (Full or SpVET) Registration
  - d. A new cycle of Provisional Registration

How do I find my card number?

When your RWVP is granted the Department of Justice will send you an email advising of your card/registration number and details regarding delivery of the card. Your card/registration number is the 9 digit number listed on the front of the card above the expiry date.



Do I need to send the TRB a copy of my “Working with Vulnerable People” card?

The TRB does not need to sight your card or require physical evidence of your RWVP just the details in your TRB Online account. Your RWVP is directly validated for the TRB by the Department of Justice.

# Frequently Asked Questions

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### What if I do not hold a current RWVP with Department of Justice?

I have already applied but not yet been granted RWVP.

Make sure you have completed the application process with the Department of Justice; completed the online application, submitted the required evidence of identity and organised the payment. Allow at least 5 business days between completing the process with the Department of Justice and providing this information in your TRB Online account.

Simply include your application number (given to you on screen when you submit your application for RWVP and in a follow up email from the Department of Justice).

When your RWVP is approved by the Department of Justice the TRB's records will automatically adjusted to reflect your change of status to "Registered".

How do I find my RWVP application number?

When you submit your online application with the Department of Justice you will be given an on screen receipt (to print if required) containing an application number. You will also be sent an email to your nominated email address confirming that the application has been submitted which will also contain your application number.

Will I need to return to TRB Online to update my record when my RWVP is granted?

No when you provide us your application number this information is linked to your application with the Department of Justice and when your RWVP is granted our records will be updated overnight and reflect your "Registered" status with your card/registration number, expiry date and other details.

I have not yet applied for RWVP

We recommend you start the process with the Department of Justice as soon as is practicable for you. The RWVP process can take **approximately 6 weeks**.

### I hold an equivalent/ similar check to work with vulnerable people in another state/ territory of Australia.

Do I still need Registration to Work with Vulnerable People with the Tasmanian Department of Justice?

Yes you do, another state's **Registration to Work with Vulnerable People** is not a replacement for a Tasmanian **Registration to Work with Vulnerable People**.

All Tasmanian teachers are required to hold **Registration to Work with Vulnerable People** with the Tasmanian Department of Justice.

If you do not hold Tasmanian **Registration to Work with Vulnerable People** with the Tasmanian Department of Justice you will not be eligible for Tasmanian teacher registration with the TRB.



### About the application for a RWVP with the Department of Justice

The application for Registration to Work with Vulnerable People wants the date my TRB registration started. Can the TRB provide me with this date?

We have clarified this request with the Department of Justice as this date is not information easily retrievable from our records. The Department of Justice recommend you include an estimated date only.

- If you qualified before 2002 and were teaching in Tasmania when registration was introduced it is likely to be either 2002 or 2003.
- If you qualified after 2002 it is likely to be the year after you graduated from your teaching degree.
- If you are a Specialist Vocational Education and Training registrant the first year this type of registration was required was 2011.

We recommend if you do not know the date your registration was first granted that you choose a date at the beginning of the estimated year eg: 1<sup>st</sup> Jan ####.

### How to change the class of RWVP from **Volunteer** to **Employment/Volunteer Process**

You can change your class of registration from volunteer to employment/volunteer [online](#) following these steps:

1. visit [My Registration](#)
2. update your class of registration from volunteer to employment/volunteer
3. list the details of your employer/s and volunteer organisations
4. pay the change of class fee online by credit card or visit [Service Tasmania \(external link\)](#) to pay. After the fee is paid, you will receive a new card in the mail within 21 days.

*(This information was supplied by the Department of Justice)*

### Other questions about the RWVP application process

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

Email: [rwvp@justice.tas.gov.au](mailto:rwvp@justice.tas.gov.au)

Search their website: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

### Troubleshooting

My application / card/registration number is correct but I still get an error message when entering my details on TRB Online?

- A. If you have been issued with a card or received an email notifying you of the approval of your RWVP then only include your card number.  
You do not need to include your application number.
- B. Make sure you are typing only the 9 digits provided by the Department of Justice, with no spaces or special characters before or after the 9 digits.
- C. Your surname in TRB records needs to match the surname with the Department of Justice. Please make sure that both organisations have your name recorded the same. If you need to change your name in your TRB record please do so before entering your RWVP details in TRB Online.
- D. We are experiencing and investigating a solution for a naming convention issue causing a conflict between our two systems. If you have a hyphenated name, O' or Mc you may not be able to record your details until this matter is resolved.
- E. Make sure you have completed the application process with the Department of Justice; completed the online application, submitted the required evidence of identity and organised the payment. Please allow at least **5 business days** between completing the process with the Department of Justice and providing this information in your TRB Online account.



Still don't know the answer to your question?

For a prompt response email: [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)