EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

# WWCC/VIT Expiry Monitoring Log and Reminder Templates

## Part A: Monthly WWCC/VIT monitoring log

Complete in the first school week of each month. Save the filtered register (expiring in 90 days) as a dated PDF with this log. This is the evidence that **expiring clearances are identified**.

| Month | Date checked | No. on register | All verified current? | Expiring ≤90 days (names) | Expiring ≤30 days (names) | Expired / not linked (names, action) | Reminders sent (date) | Checked by | Reviewed by Principal |
|---|---|---|---|---|---|---|---|---|---|
| Jan | | | | | | | | | |
| Feb | | | | | | | | | |
| Mar | | | | | | | | | |
| Apr | | | | | | | | | |
| May | | | | | | | | | |
| Jun | | | | | | | | | |
| Jul | | | | | | | | | |
| Aug | | | | | | | | | |
| Sep (VIT renewals due 30 Sep) | | | | | | | | | |
| Oct (verify VIT renewals) | | | | | | | | | |
| Nov | | | | | | | | | |

| Month | Date checked | No. on register | All verified current? | Expiring ≤90 days (names) | Expiring ≤30 days (names) | Expired / not linked (names, action) | Reminders sent (date) | Checked by | Reviewed by Principal |
|---|---|---|---|---|---|---|---|---|---|
| Dec | | | | | | | | | |

## Part B: Reminder email (90 days before expiry)

**To:** [staff member] **Cc:** Principal **Subject:** Action needed: your Working with Children Check / VIT registration expires on [date] | 请及时更新您的WWCC/VIT

Dear [Name],

Our records show that your **[Working with Children Check no. _____ / VIT registration no. _____]** expires on **[expiry date]**.

Under Victorian law and the Department of Education's requirements for community language schools, everyone working or volunteering at ECLS, including Committee members, must hold a valid WWCC or VIT registration at all times.

Please:

1. apply to renew now at **service.vic.gov.au** (WWCC) or through **MyVIT** (VIT registration). Renewal is free for volunteers;
2. make sure Eastern Chinese Language School Inc. (ABN 60 157 431 716) is listed as your organisation;
3. send your updated card number or renewal confirmation to admin@eclschool.vic.edu.au by **[date: 30 days before expiry]**.

If your check expires before you have applied to renew, we are not able to roster you for classes or activities until a valid check has been verified.

您的工作儿童检查（WWCC）/ VIT注册将于 [日期] 到期。请尽快在 service.vic.gov.au 或 MyVIT 申请更新，并将新卡号或更新确认发送至 admin@eclschool.vic.edu.au。如证件过期且未提交更新申请，学校将无法安排您上课或参与活动。

Thank you for helping us keep our students safe.

[Name], Operations Manager, Eastern Chinese Language School Inc.

## Part C: Second reminder (30 days before expiry), by email and WeChat/SMS

**Subject:** Second reminder: WWCC/VIT expires in 30 days ([date]) | 第二次提醒：WWCC/VIT将于30天后到期

Dear [Name], this is a second reminder that your [WWCC/VIT] expires on **[date]** and we have not yet received your renewal details. Please renew and send us your new details this week. The Principal will contact you if we have not heard from you by [date]. | 您好，这是第二次提醒：您的[WWCC/VIT]将于[日期]到期，我们尚未收到更新信息，请本周内办理并发送给学校。

## Part D: Notice of expired clearance (stand-down from child-related work)

**Subject:** Your WWCC/VIT has expired: you cannot work with children until renewed | WWCC/VIT已过期

Dear [Name], our online check on [date] shows that your [WWCC/VIT] **expired on [date]** and no renewal application has been recorded. Under the Worker Screening Act 2020 and ECLS policy, you must not teach, volunteer or attend school activities involving children until a valid clearance has been verified by the office. Please renew immediately and send us the details. We will confirm by email when you can return. If you believe this is an error, please contact me directly.

[Name], Principal, Eastern Chinese Language School Inc.

*Copies of all reminders are saved in HR / WWCC reminders / [year] as evidence of communication (ECLS-POL-06).*