



Information for Graduate Midwives:  
Vulnerable Children Act Requirement

---

# Getting Job Ready as a Qualified Midwife

---

## Introduction

Congratulations on your recent graduation and registration as a midwife, we wish you all the best at this exciting time in your career.

Before you can begin your employment, it's a legislative requirement under the Vulnerable Children Act 2014 (the Act) for you to complete a Children's Worker Safety Check as a new core worker. CVCheck has been contracted by Te Whatu Ora to provide this service to you.

CV Check (NZ) Ltd (CVCheck) provides independent third-party safety checks on children's workers to help individuals and employers comply with their obligations under the Act. These safety checks involve gathering a range of key information about a person and evaluating this information to determine whether the person poses any risk in being employed to work with children.

CVCheck has been Gazetted by the Director-General of Health and selected as the provider of Children's Worker Safety Checks for specific groups of children's workers from the Ministry of Health, Ministry of Education and Ministry of Social Development (see <https://gazette.govt.nz/notice/id/2017-go730>).

## Your Children's Worker Safety Checks

The safety checking process for the Vulnerable Children Act includes the following:

ID Verification • Police Vetting • Employer or Personal Reference • Employment Verification • Professional Membership (registration & annual practicing certificate) • Applicant Interview • Final Assessment

Some of these checks will have been carried out by the Midwifery Council as part of your registration process. You will not need to repeat these.

The checks that we'll be conducting for you are:

- Employment verification<sup>1</sup>
- Telephone/video interview
- Children's Worker Safety Check Risk Assessment
- And the total cost for these will be \$ 146.68 (including GST).

You will receive a **Final Assessment** which details the outcome of each of your checks. You can view a sample by visiting this page on our website: <https://cvcheck.com/gnz/cwsc-assessment>

The result of this Final Assessment is either:

- Clearance to work with children for 3 years; or
- Notice that your clearance has been declined.

---

<sup>1</sup> Employment verification verifies your employment history. If you have not been previously employed in the last five years, state that. If you have been self-employed, state that. Otherwise, you will need to provide information on your employment over the last five years when submitting your application.

---

You can easily download and share your Final Assessment report directly from your CVCheck account. To get your checks underway, click on the following link <https://ww4.cvcheck.com/checks/ZM3CVU7>. Further instructions are on the next page.

## Need Help?

If you need help to sign up and order your checks, please get in touch with our customer service team on 0800 282 432 and we'd be happy to help you.

Good luck with your career and we look forward to speaking with you soon.

# Instructions for placing your order

1. **Ordering Your Checks** – Click on the following link to begin your order:  
<https://ww4.cvcheck.com/checks/ZM3CVU7>
2. **Enter Your Details** - Follow the prompts on screen and enter all the information required to conduct your checks.
3. **Payment** - After entering the required information, you'll be prompted to pay for the checks.
4. **Complete Your Forms** – Upon successful payment, you'll need to complete some additional forms. Click on "Upload Documentation" to complete these additional forms:

**Payment Successful**

Thank you. Your order has been received, however documentation and copies of your ID are required before your order can be processed.

**Tracking your order**  
You can track the progress of your order on your Dashboard at any time, as all reports are updated in 'real time' ... or wait for our email advising that all the checks in your order have been completed.

**Viewing your Invoice/Receipt**  
You can view and print your Invoice/Receipt now by clicking the button below ... or open it at any time from the Invoices page (**Orders** | **Invoices**).

[View Invoice/Receipt](#)

**Next Steps**

**Documentation & ID required**

Your order has been received, however documentation and copies of your ID are required for your order.

We have also sent you an email with instructions in case you are unable to do this now.

[Upload Documentation](#)

You can visit your Dashboard at any time to monitor the progress of your checks.

1. Download the two forms required to process your order:
  - i. Authority to Release Information Form
  - ii. Employment History Form
2. Print and complete the forms.
3. Scan or photograph each form (one form per file if scanning).
4. Upload the scanned document as an image or a PDF file.

Please note, in case you can't complete this step straight away, you'll also receive an email reminding you to complete these additional forms.

- 
5. **Upload Photo ID** – After uploading your forms you'll be prompted to upload a copy of photo ID. Click on "Select ID" to proceed.

**NZ Photo ID Check** Back

To enable us to process the NZ checks you have ordered and ensure we conduct the checks on the right person, you must provide 1 Photo ID, which **must include your full name and date of birth**.

Sufficient **Change of Name** documentation must also be provided if the Photo ID is not in your current name (showing all links from any different name to your current name).

Tips to ensure ID gets accepted ➤

Select ID ➤

- 
6. **Check Processing Begins** - Once you have successfully placed your order and submitted all the required documentation and photo ID, the CVCheck team will begin processing your request. The time to complete all the checks may be up to **20 business days** depending on the external information providers. CVCheck will send you an email confirmation once your checks have been completed.
  7. **Submitting Your Assessment Certification** - If you plan to use your safety check as part of an application for authorisation to claim under the Primary Maternity Services Notice 2007, please send a copy of your final assessment certificate to the Ministry of Health with your request for authorisation form to:  
Email: [adminsupport@health.govt.nz](mailto:adminsupport@health.govt.nz)  
Fax: 03-474-8582  
Post: Te Whatu Ora | Health New Zealand, Private Bag 1942, Dunedin 9054
  8. A safety check is valid for 3 years. Once you have a safety check through CVCheck, we will email you after 2 years 9 months to remind you that your safety check is nearing expiry.

## Need help?

If you need any help ordering your checks or would like to learn more on how we can help your organisation screen your employees, please call CVCheck's customer service team on 0800 282 432.