

User Guide:

Notify us of an employee under 15

Submit a notification

Employers must use our online portal to notify us of each child they employ. It is preferable that we are notified before the child has started work.

Step 1) Log in to your Portal account and select 'My Submissions' to view your dashboard

Step 2) Click on the 'Child Employment Licences' tab to view your active licences

1. HOME

2. ORGANISATION REGISTRATIONS

3. ORGANISATION ACCESS REQUESTS

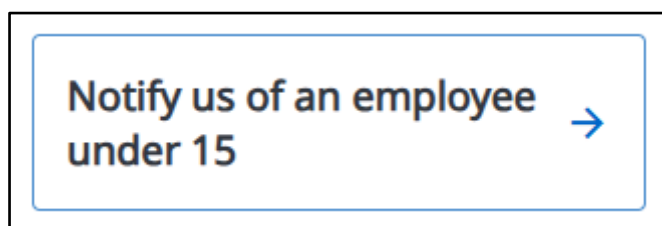
4. CHILD EMPLOYMENT LICENCES

5. REQUESTS

Child Employment Licences

Code	Licence number	Expiry date	Status	Updated Datetime	Created Datetime	
<div><div></div><div>CELD-1444</div></div>	CEL-25-1464	24/07/2027	Valid	07/08/2025 12:42	24/07/2025 14:26	<div></div>

Step 3) Click on the licence or the three dots '...' and select 'Notify us of an employee under 15'




Step 4) Notifications will be visible in the 'Notifications' tab in the Portal, or by clicking on the relevant organisation on your Portal homepage.



If the duties or hazards differ to those identified in the original licence application, you will need to provide an updated description of the tasks or activities the children will undertake in the workplace.

Notifications

	Code	Licence Type	Status	Updated Datetime	Created Datetime
	CEN-5326	General	Submitted	07/08/2025 14:40	07/08/2025 14:34