

# User Guide:

## How to find your licence & approval letter

### Licence Approval Letter

When your child employment licence has been issued, we will generate an approval letter. This document contains important information and resources to help you comply with your obligations as a child employment licence holder.


**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


**Step 3)** Under the 'Licence Applications' heading, click on the CEA number

1. HOME 2. ORGANISATION REGISTRATIONS 3. ORGANISATION ACCESS REQUESTS 4. CHILD EMPLOYMENT LICENCES 5. REQUES >

Child Employment Licences

Code	Licence number	Expiry date	Status	Updated Datetime	Created Datetime	
 <a href="#">CELD-1443</a>	CEL-25-1463	22/07/2027	Valid	26/08/2025 14:32	22/07/2025 11:29	...

Licence Applications

Code	Type	Application status	Created Datetime	
 <a href="#">CEA-2675</a>	Licence application	Submitted	07/08/2025 13:45	...

**Step 4)** Your approval letter can be accessed by opening the document

## Summary

### Child Employment Licence Application

#### Child Employment Licence Application

Licence Type

**General**

Approval Letter



[Child employment licence determination granted.docx](#)

## Child Employment Licence

When your child employment licence has been issued, it is available to access and download from the Portal. The licence document contains important information about your licence conditions.


You must keep a copy of the licence at any workplace where children will be employed under the licence, and must make it available on request to:

- any child employed under the licence
- any person employed to supervise those children
- any parent or guardian of those children.

**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

**Step 3)** Under the 'Child Employment Licences' heading, click on the CELD number

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**Step 4)** Your licence document can be accessed by opening the document

Summary

Licence details

Child Employment Licence

Licence

PDF

Child employment licence.pdf

Issue date

23/08/2025

Expiry date

23/08/2026

Status

Valid

**Step 5)** Download a copy of your licence document for your records and make sure to review all licence conditions.