



Child Employment Act 2003

Record Keeping Requirements

Employers are required to keep some basic records and documents in relation to the employment of children under Child Employment Permits. These requirements are set out in the Child Employment Regulations 2004.

Time-keeping

An employer of a child employed under a permit is required to keep the following records:

- the dates and starting and finishing times of the child for each day the child works;
- the number of hours the child works:
 - each day
 - each week; and
- the date of commencement and termination of the child's employment.

The records must be kept for at least 12 months after the last entry is made.

The time-keeping requirements do not apply to an employer who is an extended family member of the child or to an employer of a child subject to a work experience arrangement under the Education Act 1958.

It is likely that employers already maintain the types of records required by the Child Employment Regulations.

Access to records

An employer is required, upon request, to provide a copy of a record to:

- the child named on the permit; or
- a parent/guardian of the child.

Retention of documents

In addition to maintaining records relating to the times, dates and hours the child is employed, an employer must keep until the expiry date of each document:

- the Child Employment Permit; and
- any Declaration of Suitability issued in relation to the Child Employment Permit.

The requirement to keep these documents does not apply to an employer who is an extended family member of the child.

For more information and advice about the *Child Employment Act* or to obtain an Application for a Child Employment Permit, visit the IRV website at www.irv.vic.gov.au or telephone 1800 287 287.

For advice on other employment related record keeping requirements, contact Wageline on 1300 363 264.

Note: This leaflet has been prepared for general information only. It is not a substitute for legal advice. Readers should seek further advice before acting on the information provided, to ensure compliance with the law. May 2004.