

Child Employment Act 2003

Record of Child Supervisors

Department of Economic Development, Jobs, Transport & Resources - Child Employment
 Level 16, 1 Spring Street Melbourne VIC 3000
 1800 287 287 <http://www.business.vic.gov.au/childemployment>

Do you need to complete this form?

An employer is required to keep a written record of any person who supervises a child in the course of the child's employment. Employers must record the supervisor's name and number of that person's current Working With Children Check Assessment Notice and retain that record for a minimum of 12 months after the date of the supervision of the child.

This form (or alternative record) may be used to record this information. If this form is not used, another way of recording this information must be implemented.

This form is to be presented to a Child Employment Officer and/or the child's parent/guardian on request.

This form is not to be returned to the DEDJTR.

Details of child supervisor

Employer

Name of product/catalogue

Child name	Supervisor name	Supervisor WWC Assessment Notice Number	Date of supervision		Time of supervision	
			Start	Finish	Start (AM/PM)	Finish (AM/PM)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

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