**Request a licence variation**

All child employment licence holders can request a variation to the:

* licence period
* licence conditions
* employer details
* nominated officer or employer representative details.

**Please note:** Applications to vary the [Mandatory Code of Practice for Employment of Children in Entertainment](https://www.vic.gov.au/guide-employment-children-victorian-entertainment-industry/mandatory-code-practice-employment) cannot be made through the Portal. Further information on application requirements can be found [**here**](https://www.vic.gov.au/apply-variation#apply-for-a-variation-to-the-mandatory-code-of-practice-for-employment-of-children-in-entertainment).

**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)** Click on the licence or the three dots ‘…’ and select ‘Vary licence’



**Step 4)** Variation applications will be visible in the ‘Variation Application’ tab in the Portal, or by clicking on the relevant organisation on your Portal homepage. 