

# Changing from Volunteer to Paid Employment

## What is a volunteer to paid employment application?

A volunteer to paid employment application is used when a disability worker screening applicant or clearance cardholder requests to change their employment status on their application or clearance card from volunteer (or unpaid) to paid employment.

## Who can request to change from volunteer to paid employment?

Disability worker screening applicants and cardholders have a legal obligation to notify the Worker Screening Unit when their employment status has changed from volunteer to paid. Employers cannot notify the Worker Screening Unit on behalf of a worker.

Workers who have been suspended, excluded or have an interim bar imposed cannot change from volunteer to paid employment because they are not eligible to work.

## When do I need to notify of the change?

- **Clearance cardholders:** must notify within 14 days of the change.
- **Applicants:** must notify within 7 days of the change.

**Failing to do this on time is an offence and penalties may apply.**

## How do I notify of the change?

Workers can login to the [worker portal](#) to submit their change from volunteer to paid employment application. This is the quickest and easiest way to notify of a change in employment status. Information on how to do this is in the [Worker Portal User Guide](#).

## What if I don't have internet access?

Workers who don't have online access can still use the paper version of the volunteer to paid employment application form on the [Disability Worker Screening](#) website. It is important your contact details and any relevant employer/organisation details are current so we can process your form. Delays will occur if your information is not up to date.

## How do I know when my form has been processed?

Workers will receive a confirmation email when their application has been processed and approved. It will take longer for workers who use paper application forms.

## Can I keep working?

- **Clearance cardholders:** Once you have submitted the volunteer to paid employment application form and made the correct payment, you can start or continue work in paid employment. You do not need to wait to receive the physical card and the confirmation email can be used as evidence to show your employer. When an employer links a worker on the National Worker Screening Database, they will also be able to see if a card is valid.
- **Applicants:** You will need to confirm with your employer if you are subject to the 'No Card, No Start' rule.

## How much will it cost?

- **Clearance cardholders:** The fee to transfer from volunteer to paid employment is calculated on a pro rata basis and is proportional to the remaining time you have left on your current volunteer card. Your new paid card will be issued with the same expiry date as your volunteer card. When applying online, the fee amount will be calculated automatically based on the time you have left on your current volunteer card.
- **Applicants:** You will be required to pay the full Disability Worker Screening application fee.
- A complete list of fees can be found [here](#).

## How long will it take to get my new paid card?

- **Clearance cardholders:** It can take up to 30 days after your volunteer to paid employment application is approved to receive your new paid card in the mail.
- **Applicants:** It can take up to 30 days after your Disability Worker Screening application is approved to receive your paid card in the mail.

## Next steps

- ✓ Submit a volunteer to paid employment application form (online or paper form) and make payment.
- ✓ You will receive an email once the form has been processed to confirm your employment status has changed from volunteer to paid employment.
- ✓ **Clearance cardholders:** Your volunteer card will be cancelled, and a paid clearance card will be sent to your postal address. IMPORTANT - You must return your volunteer card (regardless of the card type) within 14 days after receiving your new paid card or penalties may apply.
- ✓ **Applicants:** A paid clearance card will be sent to your postal address once your Disability Worker Screening application is approved.

## What if I applied for a combined disability worker screening clearance and blue card?

You must also contact [Blue Card Services](#) to notify them of a change from volunteer to paid status for child-related employment.

## Can I keep doing volunteer work after I change to a paid card?

Yes – a paid card will allow you to do paid and voluntary disability work. Remember to notify the Worker Screening Unit of a [Change in Engagement](#) if you start or end work with an employer.

## Need help?

The easiest and quickest way to get help is by reading through our detailed fact sheets and user guides or accessing the Worker Screening [website](#).



You can change your personal and employer details or apply for a replacement card by logging on to the worker [portal](#).



Contact the Queensland Worker Screening Unit on 1800 183 690.



Email [workerscreening@dndsatsip.qld.gov.au](mailto:workerscreening@dndsatsip.qld.gov.au) and a response will be provided as soon as possible.