

# Change in Worker Information - Volunteer to Paid Employment

For use by cardholder/applicant to advise of a change to their employment status from volunteer (or unpaid) to paid employment.

**Important notice:** If you have made a combined disability worker screening and working with children check application which is in progress or you are the holder of a disability worker screening clearance and blue/exemption card, you must also contact Blue card Services to notify them of a change from volunteer to paid status for child-related employment.

## Who can complete this form?

Workers with the following disability worker screening card types must use this form to report a change from volunteer (or unpaid) to paid employment within 14 days of the change occurring:

- NDIS worker screening clearance
- Queensland disability worker screening clearance

You are unable to complete this form if you have a card that is currently suspended.

Applicants who have any of the following disability worker screening application types in progress must use this form to report a change in employment status within 7 days of the change occurring:

- NDIS worker screening application (including combined working with children check)
- Queensland disability worker screening application (including combined working with children check)

You are unable to complete this form if you have been issued with an interim bar.

If you have access to our online worker portal this is the quickest and easiest way to notify of a change in employment status — [portal.workerscreening.communities.qld.gov.au/login](https://portal.workerscreening.communities.qld.gov.au/login).

## How to complete this form?

- This form can only be completed by a worker or applicant who needs to report a change from volunteer (or unpaid) to paid employment
- Please print clearly, use BLOCK letters and indicate with a tick where required
- To help you complete the form refer to the attached 'Help Guide'
- Questions marked with an exclamation mark (!) have relevant information in the help guide on page 6
- Delays in processing your application will occur if you do not complete this form correctly

**All sections marked with ▲ MUST be completed or your application can not be processed.**

## How will you use my information?

Your information will be used in accordance with the Disability Worker Screening Privacy Notice and Information Management Policy.

## What happens next?

**Cardholder:** Your volunteer disability worker screening clearance will be cancelled and a paid employment card will be issued.

**You must return your volunteer disability worker screening card within 14 days of receiving your paid card or penalties apply. Please return your card to the address provided at the end of this form.**

**Applicant:** Once your disability worker screening application is approved, a paid clearance card will be sent to your postal address.

## Identity and personal information

### ▲ Legal name (as it appears on your disability worker screening card or application in progress):

Title	First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No middle name (please tick)			<input type="checkbox"/>

▲ Date of birth:

Mobile number:

▲ Daytime phone number:

TMR registered email address:

### ▲ Residential address:

Town/ Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

My residential address is the same as my postal address.

Postal address (if different from residential address):

Town/ Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

▲ Please provide your disability worker screening card number (if applicable):

## ▲ Paid employment details

This section relates to the entity (employer, self-managed participant or sole trader) that has engaged you to provide paid work.

Please ask them for their ID number issued to them for the purpose of accessing the NDIS Worker Screening Database (for NDIS work) or Queensland Employer portal (for state-funded disability work).

### Entity type A:

<input type="checkbox"/> Employer/Sole trader	Entity ID:	Entity Name:
<input type="checkbox"/> Self-Managed Participant	<input type="text"/>	<input type="text"/>

Date your employment changed from volunteer to paid:

## ▲ Volunteer to paid employment

Please select one (1) option from the below list to change from volunteer to paid employment:

- Current disability worker screening CLEARANCE
- Disability worker screening APPLICATION IN PROGRESS
- Current disability worker screening CLEARANCE AND RENEWAL APPLICATION IN PROGRESS

## ▲ Purpose and role of your paid work

Please select the primary category of your employment:

- Contractor       Employee       Member of a Board       Management Committee of other governing body  
 Executive officer       Student (University or TAFE)       Other

If 'Other' selected, please provide a brief description of your employment:

Please select the primary area of service delivery you will be using your disability worker screening clearance for:

See help guide on page 6 for definitions.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accommodation Support Services            | <input type="checkbox"/> NDIS Consumables   | <input type="checkbox"/> NDIS Finding and Keeping a Job           |
| <input type="checkbox"/> Respite Services                          | <input type="checkbox"/> NDIS Assistive Technology  | <input type="checkbox"/> NDIS Improved Relationships              |
| <input type="checkbox"/> Community Support Service                 | <input type="checkbox"/> NDIS Assistance with Social, Economic and Community Participation      | <input type="checkbox"/> NDIS Improved Health and Wellbeing       |
| <input type="checkbox"/> Community Access                          | <input type="checkbox"/> NDIS Home Modifications and Specialised Disability Accommodation (SDA) | <input type="checkbox"/> NDIS Improved Learning                   |
| <input type="checkbox"/> Advocacy or Information Services          | <input type="checkbox"/> NDIS Support Coordination  | <input type="checkbox"/> NDIS Improved Life Choices               |
| <input type="checkbox"/> Research Training or Development Services | <input type="checkbox"/> NDIS Improved Living Arrangements                                      | <input type="checkbox"/> NDIS Improved Daily Living Skills        |
| <input type="checkbox"/> NDIS Assistance with Daily Life           | <input type="checkbox"/> NDIS Increased Social and Community Participation                      | <input type="checkbox"/> Another service prescribed by regulation |
| <input type="checkbox"/> NDIS Transport                            |   |   |

If 'Another service prescribed by regulation' selected, please provide a brief description of your role:

## ▲ Declarations

- I have read and understand the contents of this form
- I understand my volunteer disability worker screening clearance card will be cancelled and a paid card will be issued (cardholders only)
- I understand my volunteer disability worker screening clearance card must be returned within 14 days of receiving my paid card or penalties apply (cardholders only)
- The information provided by me on this form is true and correct and I understand it is an offence to provide false or misleading information

Signature

Date of signature

## ▲ Calculate your fee

You must pay the relevant fee listed below to proceed with the Volunteer to Paid Employment application. The fee will depend on whether you have a:

- Current disability worker screening CLEARANCE
- Disability worker screening APPLICATION IN PROGRESS
- Current disability worker screening CLEARANCE AND RENEWAL APPLICATION IN PROGRESS

### I have a current disability worker screening CLEARANCE

The fee to transfer your clearance from volunteer to paid employment is calculated on a pro rata basis. The fee will be proportional to the remaining time left on your volunteer card. The paid card will be issued with the same expiry date as your volunteer card.

Please check your card to confirm the card type and expiry date. You will need to calculate the remaining validity on your card and determine the relevant fee from the list below.

NDIS worker screening – more than 4 years validity on volunteer card: .....	\$147.00
NDIS worker screening – between 3 to 4 years validity on volunteer card: .....	\$117.80
NDIS worker screening – between 2 to 3 years validity on volunteer card: .....	\$88.20
NDIS worker screening – between 1 to 2 years validity on volunteer card: .....	\$58.80
NDIS worker screening – less than 1 year validity on volunteer card: .....	\$29.40
Queensland disability worker screening – more than 2 years validity on volunteer card: .....	\$103.40
Queensland disability worker screening – between 1 to 2 years validity on volunteer card: .....	\$68.85
Queensland disability worker screening – less than 1 year validity on volunteer card: .....	\$34.45

### I have a disability worker screening APPLICATION IN PROGRESS

NDIS worker screening – application in progress: .....	\$147.00
Queensland disability worker screening – application in progress: .....	\$103.40

### I have a current disability worker screening CLEARANCE AND RENEWAL APPLICATION IN PROGRESS

To calculate your total fee amount, add the relevant clearance card and application in progress fees together.

Example: NDIS worker screening (between 1 to 2 years validity on volunteer card) + NDIS worker screening (application in progress) = total fee amount (\$58.80 + \$147.00 = \$205.80).

If you need help calculating your fee, please contact the Worker Screening Unit using the details at the end of this form.

## ▲ Payment details

Please select one of the following payment methods:

- Bank cheque/Money order**  
Payable to Department of Child Safety, Seniors and Disability Services, ABN 75 563 721 098

Who is the payment receipt to be made out to?

Where is the receipt to be sent? (email/post):

- Credit card**  
Complete payment online at [www.bpoint.com.au/pay/communities](http://www.bpoint.com.au/pay/communities)

Receipt number:

Date payment made:

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details entered online match those recorded on this form.

## Next steps


Please return your completed form by one of the following methods:


- By post:** Disability Worker Screening Unit  
Department of Child Safety, Seniors and Disability Services  
PO Box 10179, Brisbane Adelaide Street QLD 4001
- Scan and email:** [workerscreening@dldsatsip.qld.gov.au](mailto:workerscreening@dldsatsip.qld.gov.au)
- By fax:** 07 3097 7201

Department of Child Safety, Seniors and Disability Services

 PO Box 10179, Brisbane Adelaide Street QLD 4001

 [workerscreening@dldsatsip.qld.gov.au](mailto:workerscreening@dldsatsip.qld.gov.au)

 1800 183 690

 07 3097 7201

### Areas of Service Delivery - Definitions

<b>Accommodation Support Services</b>	Services that provide accommodation to people with a disability, and services that provide support needed to enable a person with a disability to remain in their existing accommodation, or to move to more suitable or appropriate accommodation.
<b>Respite Services</b>	A short-term and time-limited break for families and other voluntary care givers of people with disabilities, to assist in supporting and maintaining the primary care giving relationship, while providing a positive experience for the person with disability.
<b>Community Support Service</b>	Services that provide the support (other than the basic needs of living) needed for a person with disability to live in a non-institutional setting in their community of choice. Support with the basic needs of living such as meal preparation, dressing, transferring, etc., are included under Accommodation Support.
<b>Community Access</b>	Services designed to give people with disability opportunities to enjoy their full potential for social independence by leaving their home and participating in community life. It may also include skill development activities to help the adult improve their quality of life.
<b>Advocacy or Information Services</b>	<p>Advocacy services are designed to enable people with disability to increase the control they have over their lives by representing their interests and views in the community. For example:</p> <ul style="list-style-type: none"> <li>• self-advocacy/individual advocacy</li> <li>• group advocacy</li> <li>• citizen advocacy</li> <li>• system/systematic advocacy</li> </ul> <p>Information services provide accessible information to people with disabilities, their carers, families and related professionals. These services provide information about disability-specific and generic services and equipment, and promote the development of community awareness. Services can include contact by phone, print or e-mail that recommends a person to another service.</p>
<b>Research Training or Development Services</b>	Within the disability sector, research and data are built upon partnerships and collaborations, inclusion of disability issues in mainstream research funding and activities. It includes effective participation of people with disability and the provision of accessible research and data that is applied in practice.
<b>NDIS Assistance with Daily Life</b>	Household decision making, personal care and domestic tasks assistance with household tasks, Meals on Wheels preparation and delivery of meals, assistance with and/or supervising tasks of daily life in independent living or shared living environment, short term accommodation and assistance (e.g. Respite care).
<b>NDIS Transport</b>	Transport, specialised transport to school education program, employment, community. Travel enables participants to access the community for educational, recreational and vocational purposes. Participants receive funds fortnightly in advance to pay for services of their choice.
<b>NDIS Consumables</b>	Consumables are a support category available to assist participants with purchasing everyday items. Supports such as interpreting, translating, continence and home enteral nutrition (HEN) products are included in this category.
<b>NDIS Assistive Technology</b>	Assistive equipment for recreation, assistive products for household tasks, assistive products for personal care and safety. Vehicle modifications including installation or changes. Equipment in a vehicle to enable a participant to travel safely as a passenger or to drive.
<b>NDIS Assistance with Social and Community Participation</b>	Tuition fees, art classes, sports coaching and similar activities that build skills and independence. Camps, classes and vacation activities that have capacity building, mentoring or peer support and individual skill development.
<b>NDIS Home Modifications</b>	Stair climber, certification or approval of home modifications, elevator-home, grab rails, modification to bathroom, toilet, laundry, kitchen, structural work, modification project manager or building certifier.
<b>NDIS Coordination of Supports</b>	Support connection, coordination of supports, specialist coordination. Assistance to strengthen participant's ability to connect with informal, mainstream and funded supports, and to increase capacity to maintain support relationships. Resolve service delivery issues and points of crisis.
<b>NDIS Improved Living Arrangements</b>	Group homes, large residential settings, drop in support, individual accommodation support package, outreach program, disability housing and support initiative (DHASI). Assistance with accommodation and tenancy obligations, individual skill development and training.
<b>NDIS Increased Social and Community Participation</b>	Recreation, peer support, community participation, life choices, active ageing, community access programs, vacation care, Out of School Hours Care (OOSH), weekend programs, flexible respite, centre based respite, group fitness for people with disability.
<b>NDIS Find and Keep a Job</b>	Transition to employment, transition to work. Work skills, workability, individual employments support, employment preparation, assistance in employment (ADE).
<b>NDIS Improved Relationships</b>	Intensive behaviour intervention, development and monitoring of management plan. Positive behaviour management strategies, individualised social skills development.
<b>NDIS Improved Health and Wellbeing</b>	Exercise physiology, personal training, dietitian consultation and plan development.
<b>NDIS Improved Learning</b>	Transition through school and to further education.
<b>NDIS Improved Life Choices</b>	Financial intermediary- setup costs, training in planning and plan management, building financial skills, organisational skills, and enhancing the participant's ability to direct their supports and/or develop self-management capabilities.
<b>NDIS Improved Daily Living</b>	Assessment, training, development and/or therapy to assist in the development of, or increase in skills for independence and community participation and therapeutic supports.