

# OBLIGATION TO NOTIFY - Change in engagement

## What is a change in engagement?

A change in engagement is when a disability worker screening applicant or clearance cardholder starts working for a new employer/organisation or stops working for an employer/organisation. This includes starting or stopping work for a self-managed participant or sole trader.

## Who needs to notify of a change in engagement?

Disability worker screening applicants and cardholders have a legal obligation to notify the Worker Screening Unit of a change in engagement.

## When do I need to notify of a change in engagement?

Disability worker screening applicants must notify within 7 days of the change and cardholders must notify within 14 days of the change. **Failing to do this on time is an offence and penalties may apply.**

## How do I notify of a change in engagement?

Workers can login to the [worker portal](#) to add or remove an employer/organisation connected to them. This is the quickest and easiest way to notify of a change in engagement. Information on how to do this is in the [Worker Portal User Guide](#).

## What if I don't have internet access to notify online?

Workers who don't have online access can notify of a change in engagement using the paper [form](#) on the Disability Worker Screening website. It is important that you provide the correct employer ID number on the nominated employer section of the form. If you are unsure of the number, contact your employer and ask for it. Delays will occur if you don't provide the employer ID number or provide an incorrect number.

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

Workers who notify of a change in engagement online through the worker portal will receive a confirmation email when it is complete. Workers who submit a paper change in engagement form will receive a confirmation email once it has been processed by the Worker Screening Unit. It will take longer to process paper application forms.

## Can my employer notify of a change in engagement for me?

No - it is a worker's legal responsibility to tell the Worker Screening Unit of a change in engagement using an approved form (through the worker portal or paper form).

## Does my employer need to do anything?




If you have an application in progress that is not yet verified, your newly added employer will need to verify your application through the National Worker Screening Database (NWSD). Employers can link or delink workers who already have a clearance through the NWSD.

## Do students and volunteers need to notify of a change in engagement?

Yes - both students and volunteers need to tell us when they start or stop work with an organisation for the purposes of student placement or volunteering.

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