Information for clearance holders and applicants who are engaged as a volunteer (or on an unpaid basis) and the engagement changes to paid disability employment.

# Do I need to notify of a change from volunteer (or unpaid) to paid employment?

**Clearance holders**

Yes. Workers with any type of disability worker screening card issued in Queensland **must** notify the worker screening unit to report a change from volunteer (or unpaid) to paid employment within **14 days** of the change occurring.

**Applicants**

Yes. Applicants with any disability worker screening clearance application in progress **must** notify the Worker Screening Unit to report a change from volunteer (or unpaid) to paid employment within **7 days** after the change occurs.

# Summary of what you need to know

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| --- | --- | --- | --- | --- | --- |
| **Status** | **Type of Change** | **Notification period** | **How to notify** | **Fee** | **Can I continue to work** |
| **Cardholder** | Volunteer (or unpaid) to paid employment | \*14 days | * Complete Change in Worker Information – Volunteer to Paid Employment [Form](https://workerscreening.dsdsatsip.qld.gov.au/resources/workerscreening/form-app-vtop.pdf) available on our website
* Make payment
* Post the form and receipt of payment (if applicable) to the address on the form\*\*
 | Pro rata basis.See our Fees and Payment Options [Information Sheet](https://workerscreening.dsdsatsip.qld.gov.au/resources/workerscreening/fees-payment-options.pdf) | Once you have notified us and made the correct payment, you can commence or continue working in paid employment.\*\* |
|  |  |  |  |  |  |
| **Applicant** | Volunteer (or unpaid) to paid employment | \*7 days | * Withdraw your online application through the worker portal if it is still in progress, and
* Reapply online, selecting paid employee at the **purpose and role** screen, and
* Make your payment

OR* Phone the Worker Screening Unit on 1800 183 690 for assistance

  | See our Fees and payment options [information sheet](file://///ebus.root.internal/dc/DCQ/Safeguards/Worker%20Screening/WSU%20Project%20Work%20-%20Margo/Factsheets/V%20to%20P/For%20further%20information%20please%20see%20our%20Fees%20and%20payment%20options%20information%20sheet) | Ask your employer if you are subject to the no card no start rule.  |

\*from the date the change occurs \*\*Do not complete the form if clearance is suspended

\*\*if you have changed employers, you must also complete a Change in Engagement online in the [Worker Portal](https://portal.workerscreening.communities.qld.gov.au/login) or complete and submit a manual Change in Engagement form.

**Important information**

* It is an offence not to notify us of a change in your worker information and penalties may apply.
* In some cases, we may refuse to withdraw an application and a notice is sent explaining the reasons for the refusal.
* If your application has been finalised, it cannot be withdrawn. Instead, follow the process for cardholders.
* If you are the holder of a disability worker screening clearance and blue card/blue card exemption, you must contact blue card for a change in worker information for child related employment

**How much will it cost?**

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

**Next steps**

* When we receive your completed form and payment, your request will be processed.
* Your volunteer clearance card will be cancelled and a paid clearance card will be sent to you within 14 days.
* **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.

**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.

**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](https://workerscreening.communities.qld.gov.au/).

If you can’t find the information you need through the available resources, you can contact:

* Queensland Worker Screening Unit: workerscreening@dsdsatsip.qld.gov.au or phone 1800 183 690
* Blue Card Services: 1800 113 611 or (07) 3211 6999