

# Changing from Volunteer to Paid Employment Disability Worker Screening

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

Status	Type of Change	Notification period	How to notify	Fee	Can I continue to work
<b>Cardholder</b>	Volunteer (or unpaid) to paid employment	*14 days	<ul style="list-style-type: none"> <li>Complete Change in Worker Information – Volunteer to Paid Employment <a href="#">Form</a> available on our website</li> <li>Make payment</li> <li>Post the form and receipt of payment (if applicable) to the address on the form**</li> </ul>	Pro rata basis. See our Fees and Payment Options <a href="#">Information Sheet</a>	Once you have notified us and made the correct payment, you can commence or continue working in paid employment.**
<b>Applicant</b>	Volunteer (or unpaid) to paid employment	*7 days	<ul style="list-style-type: none"> <li>Withdraw your online application through the worker portal if it is still in progress, and</li> <li>Reapply online, selecting paid employee at the <b>purpose and role</b> screen, and</li> <li>Make your payment</li> </ul> OR <ul style="list-style-type: none"> <li>Phone the Worker Screening Unit on 1800 183 690 for assistance</li> </ul>	See our Fees and payment options <a href="#">information sheet</a>	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

## 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- ✓ If your application has been finalised, it cannot be withdrawn.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.

# Disability Worker Screening Changing from Volunteer to Paid Employment

- ✓ 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](#).

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

- Queensland Worker Screening Unit: [workerscreening@dldsatsip.qld.gov.au](mailto:workerscreening@dldsatsip.qld.gov.au) or phone 1800 183 690
- Blue Card Services: 1800 113 611 or (07) 3211 6999