

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
Cardholder	Volunteer (or unpaid) to paid employment	*14 days	<ul style="list-style-type: none"> Complete Change in Worker Information – Volunteer to Paid Employment Form 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	Yes
Applicant	Volunteer (or unpaid) to paid employment	*7 days	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Phone the Worker Screening Unit on 1800 183 690 for assistance 	See our Fees and payment options information sheet	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- ✓ If your application has been finalised, it cannot be withdrawn.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@dstdsatsip.qld.gov.au or phone 1800 183 690
- Blue Card Services: 1800 113 611 or (07) 3211 6999