



Down to Earth
TRAINING & SAFETY SKILLS



RTO 32328

REHABILITATION & RETURN TO WORK COORDINATOR

BSBWHS407 – ASSIST WITH CLAIMS MANAGEMENT, REHABILITATION & RETURN TO WORK
PROGRAMS (RRTWC)

DURATION 1 day programme

COURSE OUTLINE

This unit of competency will provide RRTWCs with training in developing and monitoring return to work programs within the context of the workers compensation industry in Qld:

- Initiating early communication with an injured worker to clarify the nature and severity of the workers injury to compile initial notification information
- Providing overall coordination of the workers return to work
- Developing suitable duties programme component of a rehabilitation and return to work plan in consultation with the worker and the employer
- Liaising with any person engaged by the employer to help with the workers rehabilitation including the insurer

On the 17th November 2013 *Workers' Compensation and Rehabilitation and Other Legislation Amendment Act 2013* was passed in Queensland parliament. As a result of these changes QLD30782 Course in functioning as a rehabilitation and return to work coordinator is no longer regulator mandated.

It is now the responsibility of the employer to ascertain that a RRTWC is "appropriately qualified" to carry out their role in the context of the environment they are working in. The course BSBWHS407 Assist with claims management, rehabilitation and return to work programs meets key learning requirements to assist an employer's PCBU obligations.

Face to face classroom delivery will be used to facilitate the underpinning knowledge requirements.

ASSESSMENT

Participants will be assessed as they complete the unit via group based activities, workplace project activities and a theory assessment.

PREREQUISITES

There are no prerequisite requirements for individual units of competency however participants will be expected to have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:

- Complete routine activities
- Provide and transmit solutions to predictable and sometimes unpredictable problems

BENEFITS

- Nationally accredited course
- Cost neutral approach to the workplace
- Clear understanding of current legislation and its framework for rehabilitation and return to work obligations

WHO SHOULD ATTEND?

This course is suitable for people intending to become a health and safety advisor/coordinator, workplace supervisor or manager who will fulfil a role in a workplace supporting return to work programs.

ADDITIONAL INFORMATION

Participants will be required to have:

- Access to, and the ability to use a computer to complete electronic assessments
- Internet access to research relevant information/legislation/requirements for workplace assessment
- A sound level of literacy skills to comprehend and complete a range of supporting documents, these may include but are not limited to; risk assessments, policies, procedures and action plans
- Organisational skills to manage their own work task with a timeframe
- Access to a workplace or have experience in a workplace

RECOGNITION OF PRIOR LEARNING

Recognition of competencies and direct credit will be granted to applicants who have completed the following courses and training within Australia:

- NSW and/or VIC certification as a RRTWC and completion of Q-COMP module Instructions for NSW and VIC RRTWC operating in Qld will meet eligibility criteria for registration as a RRTWC
- Completion of Certificate IV in Government (Injury Rehabilitation Management)- PSP04
- Completion of Certificate IV in Financial Services (Workers' Compensation) – FNS41007
- Completion of any of the units of competency from the above Certificate IV courses included in this course will be credited toward this course.

LOCATION OF TRAINING

Our training centre is located at 12 Little Bramston Street Gladstone, Qld. Alternately courses can be booked for any location where appropriate facilities can be provided.

COURSE COSTS

A total fee of \$275 per person which covers all course materials, administration, training facility and catering costs.

BOOKINGS

Visit our web site www.downtoearthresults.com.au and book via the training calendar or alternatively contact us.

PAYMENT METHOD

Payments can be made via direct debit:

Westpac Banking Corporation
Down To Earth Results
Student Course Fees Trust Account
BSB: 034 126 ACC: 307 847

or by VISA/MasterCard.

REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances.

The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.

COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student drop in contact days on a monthly basis.

CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.



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