

## Workers' compensation and return-to-work coordinator training in Term 4, 2023

Register for free online training in October to December 2023 to better understand your school's worker's compensation obligations and help injured workers return to work

Workers' compensation online training sessions are available during Term 4, 2023.

This free [training](#) will help your school to meet its return-to-work obligations. It will also support workers to remain at work or help them return to work as soon and as safely as possible following an injury.

Different training sessions are offered based on your school's needs. Please see below and share this information with your return-to-work coordinators and staff responsible for workers' compensation claims management.

### Workers' compensation One Day training

This one-day training updates staff on regulatory and process changes and provides department-specific material to help with supporting injured staff to return to work safely.

Completing this course addresses the return-to-work coordinator competency requirement in occupational health and safety (OHS) audits.

This course is best suited for new as well as experienced return-to-work coordinators.

For available dates and to register, refer to [Workers' compensation \(one-day course\)](#) in LearnED.

### Return-to-work coordinator roles and responsibilities training

This 2-day WorkSafe-accredited course covers the OHS processes, roles and information return-to-work coordinators need to help workers return to work.

Completing this course addresses the return-to-work coordinator competency requirement in OHS audits.

This course is best suited for new return-to-work coordinators.

For available dates and to register, refer to [Return-to-work coordinator roles and responsibilities](#) in LearnED.

### Workers' compensation webinars

These one to 1.5-hour workers' compensation webinars are suitable for business managers, return-to-work coordinators and human resource administrators.

You can register through the LearnED links below.

- [New work-related injury/claim process](#), 10 am-11 am, Wednesday 11 Oct 2023: This webinar helps new and experienced return-to-work coordinators to better understand the new claims process including lodging a claim, liability, initial planning, leave entry and consultation.
- [Return-to-work obligations and responsibilities](#), 10 am-11 am, Wednesday 18 Oct 2023: This webinar takes new and experienced return-to-work coordinators through employer

obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support.

- [Workers' compensation eduPay management](#), 10 am-11.30 am, Wednesday 15 Nov 2023: This webinar is for human resource administrators with access and responsibility for entering WorkCover leave into eduPay.
- [Mental Health Claims Management](#), 10 am-11:30 am, Wednesday 1 Nov 2023: This session is designed for return-to-work coordinators and introduces practical strategies to support employees in returning to safe and sustainable work following a mental health claim.
- [Return to work planning in the school holidays](#), 10 am-11 am, Wednesday 8 Nov 2023: Gain an understanding of the Return-to-Work obligations and processes over the school holiday period.
- [Workers Compensation Records Management](#) 10 am-11 am, Wednesday 22 Nov 2023: Outlines the principles of effective records management.
- [Workers Compensation Litigation](#) 10 am-11 am, Wednesday 29 Nov 2023: Takes school leaders through the litigation process for a workers' compensation claim.

### Policy, guidance and resources

Our [Policy and Advisory Library](#) includes all related policy information, guidance and resources under the relevant menu tabs:

- [Workers' Compensation](#).

### Find out more

For further enquires, contact the Return-to-Work and Compensation team:

- phone: 03 7022 0780
- email: [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au)