

Workers' compensation training and webinars 2023

Free online training on helping injured workers' return to work is available for school staff throughout 2023

Free training will be available for return-to-work coordinators and staff responsible for the administration of workers' compensation claims in 2023.

The courses and webinars listed below will support schools and DET workplaces to meet their return-to-work obligations and support injured workers to remain at or return to work as soon as safely possible after injury.

Workers' compensation training full day course

Delivered through Webex, this one-day training provides staff with updates on regulator and process changes, department-specific material and how to safely support injured staff to return to work.

The course is highly recommended for all nominated return-to-work coordinators (with appropriate level of seniority) and staff who are new to claims management, or as a refresher. It covers:

- an introduction to claims, including policy and procedures
- return to work and including identifying suitable duties
- the importance of planning, consulting, and communication
- occupational rehabilitation services.

The course also provides details on the new provisional payments scheme that will [help eligible workers and volunteers get early treatment for a work-related mental injury](#).

The training is facilitated by the department's WorkCover insurance agent, Gallagher Bassett. Completion of this course addresses the return-to-work coordinator competency requirement in Occupational Health and Safety audits.

View available dates and register for [Workers' compensation \(one-day course\)](#) in LearnED.

WorkSafe accredited return-to-work coordinator roles and responsibilities training

Delivered through Webex, this two-day WorkSafe accredited course provides information on return-to-work information through the lens of occupational health and safety.

The course is designed to meet the needs of all Victorian workers, employers and return-to-work coordinators. It covers:

- the return-to-work process and role of return-to-work coordinators
- information return-to-work coordinators need to support and assist employers and injured workers
- information and underlying skills to assist return-to-work coordinators to support the successful return to work of injured workers.

The training is facilitated by the department's WorkCover insurance agent, Gallagher Bassett. The completion of this course addresses the return-to-work coordinator competency requirement in Occupational Health and Safety audits. Training sessions will be available throughout the year (commencing Term 2, 2023). Refer to [Return to Work Coordinator Roles and Responsibilities](#) in LearnED and 'Add to Learning Plan' to receive an alert for future dates.

Workers' compensation webinars

A range of free one hour to one and half hours webinars covering detailed information on workers' compensation are available.

The webinars are suitable for business managers, return-to-work coordinators (can be Principals or Assistant Principals) and HR administrators.

New work-related injury claim process

This webinar steps return to work coordinators through the new claims process from how to lodge a claim, liability, initial planning, leave entry and consultation.

Date: Wednesday 8 February 2023

Time: 10 am to 11 am

To register, refer to [New Work-Related Injury/Claim](#) in LearnED.

Return to Work obligations and responsibilities

This session steps return to work coordinators through the return-to-work process, including employer obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support

Date: Wednesday 22 February 2023

Time: 10 am to 11 am

To register, refer to [Return to Work obligations and responsibilities](#) in LearnED.

Mental health claims

This session introduces practical strategies to support employees in returning to safe and sustainable work following a mental health claim.

Date: Wednesday 1 March 2023

Time: 10 am to 11:30am

To register, refer to [Mental Health Claims Management](#) in LearnED.

eduPay

This session is specifically directed to HR administrators with access and responsibility of entering WorkCover leave into eduPay. Learn and understand how to enter leave in eduPay, from when a claim is submitted to when an employee has exhausted their make-up pay entitlement.

Date: Wednesday 8 March 2023

Time: 10 am to 11:30 am

To register, refer to [Workers Compensation eduPay Management](#) in LearnED.

Determining liability

This session covers the claim lodgement process and the requirements of the WorkSafe agent, Gallagher Bassett, to determine a claim's liability. It also includes guidance on submitting information and how to prepare for investigations relating to the claim's liability

Date: Wednesday 22 March 2023

Time: 10 am to 11:30 am

To register, refer to [Determining liability](#) in LearnED.

Workers' compensation disputes and conciliation

This session includes important information for managers and return to work coordinators, stepping through the litigation process for a workers' compensation claim.

Date: Wednesday 29 March 2023

Time: 10 am to 11 am

To register, refer to [Workers Compensation disputes and conciliation](#) in LearnED.

Available training sessions post-Term 1

Workers' compensation litigation

This session includes important information for managers and return to work coordinators, stepping through the litigation process for a workers' compensation claim.

Date: Wednesday 14 June 2023

Time: 10 am to 11 am

To register, refer to [Workers Compensation Litigation](#) in LearnED.

Workers' compensation records management

Learn about the principles of effective records management.

Date: Wednesday 31 May 2023

Time: 10 am to 11 am

To register, refer to [Workers Compensation Records Management](#) in LearnED.

Temporary Return to Work Placements

Learn about the temporary return to work process including hosting someone on a return to work.

Date: Wednesday 16 August 2023

Time: 10 am to 11 am

To register, refer to [Temporary Return to Work Placements](#) in LearnED.

Workers' compensation Questions and Answers

This session covers key topics and frequently asked questions.

Date: Wednesday 23 August 2023

Time: 10 am to 11:00 am

To register, refer to [Workers Compensation Questions and Answers](#) in LearnED.

Policy, guidance and resources

The department's 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:

- email: workers.compensation.advisory@education.vic.gov.au
- phone: 03 7022 0780.