

# Return to work coordinator roles and responsibilities training

## WorkSafe accredited, two-day course for Term 3 & 4 2022

### About the program

This two-day WorkSafe-accredited course is aimed at people who are new to the role of a Return to Work Coordinator or who have been in the role for a while but who have not received training. WorkSafe recommends all nominated Return to Work Coordinators complete this course; it may also be useful for principals, health and safety representatives, and other people in school leadership positions.

The two-day training course will be run via Webex and covers:

- the return to work process and the role of the Return to Work Coordinators
- information that the Return to Work Coordinators will need to support and assist employers and injured workers
- information and underlying skills that will assist Return to Work Coordinators to facilitate the successful return to work of injured workers

The two-day training will be 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.

### Who can attend

The program is open to Department of Education and Training (DET) employees who have been appointed by Workplace Managers as the Return to Work Coordinators.

### Enrolment

To register for the below dates, log into eduPay and search for '**Return to Work**' in LearnED. Please note the registration may be forwarded to your Principal or Manager for approval.

### Course dates Term 3 2022

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Thursday 25 and Friday 26 August 2022

9:30am to 3pm (including a 30-minute lunch break)

### Course dates Term 4 2022

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Thursday 17 and Friday 18 November 2022

9:30am to 3pm (including a 30-minute lunch break)