

Rehabilitation & Return to Work Coordinator Training



SA UNIONS

**Does your
workplace
have more
than 30
employees
...?**

**SA Unions is a
WorkCover approved
provider of
Rehabilitation and
Return to Work
Coordinators**



Training Hotline

To register or for
further information

Phone 08 8279 2248

Recent legislative changes to the WorkCover Scheme require that from 1 January 2009

all employers with 30 or more employees are required to appoint a Rehabilitation and Return to Work Coordinator (RRTWC).

Furthermore, that the RRTWC is required to undertake training to perform their role.

WorkCover SA requires that the appointed RRTWC undertakes training with an Approved Training Provider to gain the essential skills to effectively manage their role, and to develop an understanding of injury and return to work management.

SA Unions is a WorkCover approved provider of Rehabilitation and Return to Work Coordinator Training. Our specialist trainers and facilitators have many years experience in providing the highest quality training and are committed to delivering best practice through the design, delivery and content in a continual improvement cycle.

At the end of the course participants will be able to:

- Carry out the functions of the RRTWC
- Apply a working knowledge of the Workers Rehabilitation & Compensation Act 1986
- Effectively establish and maintain a system for managing the rehabilitation and return to work of injured workers within their own workplace
- Effectively communicate with injured workers, managers, case managers, rehabilitation providers, medical practitioners and other key persons involved in the workplace return to work process
- Plan and coordinate return to work schedules for injured workers
- Monitor the effectiveness of return to work schedules and the overall workplace rehabilitation within your workplace

FEE

High Risk (3 days)

Standard Fee - \$700 (GST inc)

Union Member Fee - \$660 (GST inc)

Low Risk (Day 1 only)

Standard Fee - \$400 (GST inc)

Union Member Fee - \$350 (GST inc)



Training and Administration

Training is delivered at the
**SA Unions Training and Administration
Centre**

46 Greenhill Road, Wayville SA 5034

Phone 08 8279 2248

Fax 08 8279 2223

Email saunions@saunions.org.au

Web www.saunions.org.au

2010 TRAINING CALENDAR

October

20–22

November

3–5 (Whyalla)

What to do:

1. Fill out the enrolment form.
2. Pass to your employer or manager to be signed.
3. Fax or post the enrolment form to us
 - Mail : SA Unions, 46 Greenhill Road, Wayville, SA 5034.
 - Fax : 8279 2223

PAYMENT:

- A tax invoice will be sent 2 weeks prior to course date
- Please indicate if you will be paying by :
 - cheque (payable to SA Unions)
 - EFT payments (details on invoice)
 - credit card payment

If you are unable to attend the course - you need to notify us at least 2 weeks prior to the course starting to avoid any charge. Otherwise cancellation charges apply.

What training are you required to do?

High Risk : If your levy is 4.5% and higher or you are a self-insured employer you are required to complete the full three day training program

Cost : Standard Fee - \$700 (GST inclusive)

Cost : Union Member Fee - \$660 (GST inclusive)

Low Risk : If your levy is less than 4.5% you are only required to complete day one of the program.

Cost : Standard Fee - \$400 (GST inclusive)

Cost : Union Member Fee - \$350 (GST inclusive)

If you need more information, phone us on p. (08) 8279 2248, f. (08) 8279 2223
 or email us at saunions@saunions.org.au. Visit our website : www.saunions.org.au

We will:

1. Advise you immediately if the course is full and offer you a place on the same course on a different date.
2. Send confirmation directly to the participant with details of the course two weeks before the course starts.
3. If a course is cancelled we will send notification of the cancellation to your employer 2 weeks prior to the course commencement date. A cancellation letter will be posted directly to the course participant.

Note: Should we not reach our minimum number of participants two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in an alternative course date that suits their schedule.

Cancellation Policy:

When an enrolment is cancelled the following cancellation fees will apply.
 More than 14 days before course commencement date = Full refund
 Between 7-14 days before commencement date = 50% refund
 Less than 7 days = No refund

- If you have any mobility/disability problems please advise us.
- A light lunch is provided daily - if you have any special dietary requirements please advise us prior to the course.

TRAINING DATES 2010

- ♦ 20 – 22 OCTOBER ♦ 3 – 5 NOVEMBER (WHYALLA)

YOUR DETAILS:

Name

Phone

Postal Address

Fax

Email

Are you a union member? If yes, name of Union:

YOUR SIGNATURE:

* please tick this box if you are a union member to receive union discount

How did you find out about this course?

YOUR EMPLOYER'S & INVOICING DETAILS:

Name:

Phone

Postal Address

Fax

Type of Organisation

Email

Employer/Manager Signature

ENROLMENT DETAILS:

COURSE NAME	COURSE DATE (\$) / & Regional Centre if applicable	FEE (inc. GST)