

# 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](mailto:saunions@saunions.org.au)

Web [www.saunions.org.au](http://www.saunions.org.au)

## **2012 TRAINING CALENDAR**

### **March**

14/3/12 - 16/3/12 (Adelaide)

### **May**

28/5/12 - 30/5/12 (Port Augusta)

**Rehabilitation and Return to Work Coordinator**

**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](mailto:saunions@saunions.org.au). Visit our website : [www.saunions.org.au](http://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 2012**

- ♦ 14 – 16 MARCH (ADELAIDE)
- ♦ 28 – 30 MAY (PORT AUGUSTA)

**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 .....

.....

Email .....

Type of Organisation .....

Employer/Manager Signature .....

**ENROLMENT DETAILS:**

| COURSE NAME | COURSE DATE (S) / & Regional Centre if applicable | FEE (inc. GST) |
|-------------|---|----------------|
|             |   |                |
|             |   |                |