

## Short Course

# Return to Work Coordinator Training

Approved by RTW SA

### COURSE OBJECTIVE

Businesses that employ more than 30 workers for three or more months are required to appoint a certified return to work coordinator who has completed a training course approved by Return to Work SA. This training provides participants with an understanding of the role, functions and responsibilities of a return to work coordinator. Participants will be provided with tools and resources to assist with:

- Preparing the workplace
- What to do when a worker is injured
- Effective communication
- Identifying return to work barriers and facilitators

### COURSE CONTENT

This course is designed to train and have skills and understanding to undertake the role as Return to Work Coordinator:

- Return to Work scheme
- Role of the coordinator
- Roles and responsibilities
- Preparing the work place
- When injury occurs – a step by step guide
- Communication with all stakeholders
- Working with others
- Identifying barriers and facilitators

### COURSE OUTCOME

- Resource material to assist in the RTW coordinator
- Templates and tools that can be tailored for your workplace
- Contact details for a range of information and support services specific to RTW
- Certificate of attendance

### COURSE DETAILS

**Duration:** 2 days

**Time:** 9.00am - 4.30pm

**Location:** 2a Hedley Street, Mt Gambier SA

### PARTICIPANTS

- Return to Work Coordinator
- Interested Work Health and Safety and HR Managers
- Those seeking training and recognition in best practice approaches

### DELIVERY

- Delivered face to face
- Classroom participation
- Written and verbal activities

### COST

\$450 per participant

### COURSE OUTCOME

- Certificate of Attendance  
Course material has been developed by RTW SA



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