



RETURN TO WORK COORDINATOR

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 ReturnToWorkSA. This training provides participants with an understanding of the role, function and responsibilities of a Return to Work Coordinator.

Course Content

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

About ReturnToWorkSA

ReturnToWorkSA is responsible for regulating the Return to Work scheme to make sure that:

- Workers and employers receive appropriate, timely and effective services in the event a worker suffers a work injury
- Employers pay their fair share of premium
- All parties subject to the Return to Work Act 2014 (the Act) meet their rights and obligations.

Course Details	
Nationally Accredited	No
Duration	2 days
Time	9.00am – 4.00pm
Location	1a Hedley Street, Mt Gambier SA
Delivery	<ul style="list-style-type: none"> ▪ Face to face classroom ▪ Written/verbal activities
Fee includes	Training and Assessment materials
Cost	Check website for price
CITB Discount	N/A
USI Required	No
Learners Requirements	<ul style="list-style-type: none"> ▪ Have Photo ID (i.e., Australian Drivers Licence, Passport or Proof of Age Card). Mandatory for certification courses. ID must contain photo, signature and date of birth.
Course Outcome	Elected Health and Safety Representatives (HSR) and Elected Deputy Health and Safety Representatives (Deputy HSR) under the WHS Act 2012 who have requested refresher training
Prerequisites	<ul style="list-style-type: none"> ▪ Basic literacy & numeracy skills
Course Outcome	<ul style="list-style-type: none"> ▪ Certificate of Attendance ▪ Resource material to assist in your RTW Coordinator role ▪ Templates and tools that can be tailored for your workplace ▪ Contact details for a range of information and support services specific to RTW

About Us

Gramac Solutions & Gramac Training Solutions (RTO#70249) has been a locally owned and operated regional business providing recruitment, labour hire, training, consultancy services and room and office hire within the Limestone Coast region for over 22 years.

Gramac Training Solutions is committed to providing supportive, flexible learning and assessment options, allowing learner alternatives which recognise the diversity of their individual needs and circumstances aiding them in their learning goals. Learner support is provided for the duration of the program, and opportunities and limitations will be discussed during enrolment.

Gramac Training Solutions will issue a Statement of Attainment within 21 calendar days of the training program being completed successfully, providing all agreed fees have been paid.

Learners Rights

Learners who enrol in courses delivered by Gramac Training Solutions have the right to:

- A safe, clean learning environment where they are treated fairly and respectfully
- Be free from all forms of intimidation or discrimination; regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status
- Learn in an environment that is supportive with any disputes or concerns treated seriously and settled in a fair and professional manner
- Be trained and assessed by competent and knowledgeable trainers and assessors
- Access Recognition of prior learning (RPL)
- Privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses)
- Be given information about assessment procedures at the beginning of the unit and progressive results as they occur
- Lodge an appeal against an assessment decision if they feel they were treated unfairly during assessment or where they feel the assessment decision is incorrect and they have grounds for appeal
- Have the opportunity to share ideas and ask questions.

Did you know?

ReturnToWorkSA is responsible for providing work injury insurance and regulating the South Australian Return to Work scheme

Learners Obligations

Learners agree at all times during their enrolment period to:

- Fully participate and complete all learning and assessment activities as required, to the best of their ability
- Advise Gramac Training Solutions of absenteeism prior to the start of the training
- Provide medical certificates or evidence of extenuating circumstances in support of absenteeism
- Inform Gramac Training Solutions of any concerns or need for support related to the successful completion of the course
- Treat all staff and fellow learners with respect and do not discriminate, harass, abuse, or use threatening behaviours of any kind whether physical or verbal
- Follow required dress code including personal protective equipment and a good standard of personal hygiene
- Inform Gramac Training Solutions if personal details change
- Not to smoke in non-smoking areas
- Not to attend training or assessment sessions under the influence of alcohol or illicit drugs
- Turn off all mobile devices whilst participating in training and assessment activities
- Always follow normal and reasonable safety practices

Enrolling with Gramac Training Solutions is acknowledgement of the services available, the learner expectations, and the learner rights and obligations which are all understood and agreed to. All enrolled learners are bound by Gramac Training Solutions policies and breaches may result in suspension and/or removal from the training program.

Address: 1A Hedley Street
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Email: info@gramac.com.au



Scan the QR Code for our Policies and Terms & Conditions