

Request for exemption from return to work coordinator training

To be eligible for exemption from the return to work coordinator training, it is necessary to be suitably qualified or educated in the following subjects:

- overview of workplace injury management and workers compensation system
- employer obligations including employer's return to work program
- role of the return to work coordinator
- key stakeholders in return to work
- role of the insurer
- benefits for injured workers
- developing a return to work plan
- dispute prevention and resolution and/or
- have completed relevant training.

Applicants are required to complete an application form, including a self assessment of their ability to demonstrate their knowledge and experience in key areas. If on completion of this self-assessment process, the applicant is confident they are able to demonstrate relevant training, the completion and submission to WorkCover of an application for exemption can be made.

Send completed application to: Insurance Regulation
WorkCover NSW
Locked Bag 2906
Lisarow NSW 2252
or insurance.regulation@workcover.nsw.gov.au

Applicants will be contacted if further information is required.

Applicants will be notified by mail of outcome of assessment of application. If exemption is granted a 'letter of exemption' will be issued and the applicant will be listed on WorkCover's database of return to work coordinators.

Part 1 – Details form

Title and name	
Postal address	
Employer	
Employer address	
Phone	
Fax	
Email	
Occupation	
Undergraduate qualifications	
Postgraduate qualifications	
Other studies (including current training/education)	

Part 2 – Relevant training and experience

The following information is required to demonstrate the applicant's education and training relevant to return to work coordination.

1. Copies of any certificates, undergraduate or postgraduate qualifications, or other evidence of relevant training/ education programs completed.
2. Copy of complete academic transcript or similar, which lists the subjects studied.
3. Subject outline or description for each relevant subject.
4. Completed self-assessment checklist (below), comparing your training and qualification against the required knowledge areas.
5. Copy of resume detailing relevant work history.

Note: Items 1 listed above must be copies of original documents sighted and certified by a Justice of the Peace (JP).

Applicants with overseas tertiary qualifications must have their qualification assessed for Australian equivalence by an established authority prior to submitting this application.

Self assessment checklist – Education and training

Required knowledge/experience	Course/subject	Evidence Yes/No
Overview of workplace injury management and workers compensation system		
Employer obligations including employer's return to work program		
Role of the return to work coordinator		
Key stakeholders in return to work		
Role of the insurer		
Worker entitlements		
Developing a return to work plan		
Dispute prevention and resolution		
<input type="checkbox"/> Based on my self-assessment above, I believe my education and training addresses all required areas of knowledge and experience. <input type="checkbox"/> Based on my self-assessment above, I am unable to demonstrate relevant training in all required areas of knowledge and experience. Do not proceed with this application until you are able to provide evidence to meet all relevant areas of knowledge and experience.		

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