



Australian Government

Department of Education, Employment and Workplace Relations

PSPIM405A Develop return to work plans

Release 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers development of return to work plans for an injured worker. It includes negotiating the content of the return to work plan and documenting the plan.

In practice, the development of return to work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, delivering client services, gathering and analysing information, etc.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Negotiate content of return to work plan

- 1.1 All relevant *stakeholders* are consulted to clarify and negotiate *requirements of return to work plan*.
- 1.2 Agreement is reached on the worker's capacity and the short-term and long-term *rehabilitation goals*.
- 1.3 Any *specific needs* or *issues* are identified and accommodated, guided by medical evidence.
- 1.4 Approval for *suitable duties* in accordance with medical restrictions is obtained from the nominated treating doctor or using other medical advice.
- 1.5 Disagreements on suitable duties or other aspects to be included in the return to work plan are resolved or referred for *advice* and resolution.

2. Document return to work plan

- 2.1 Return to work plan is prepared in accordance with *legislation, policy and procedures*.
- 2.2 The return to work plan is developed in accordance with the requirements of the rehabilitation case management plan and the organisation's legislative obligations, standards and overall return to work policy and program.
- 2.3 Agreement on the plan is obtained from the worker, employer and rehabilitation provider and *signed* by the parties in accordance with policy and procedures.
- 2.4 Copies of the plan are *distributed* in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- reading and applying legislation, regulations and policies relating to development of return to work plans
- identifying requirements and incorporating them in the return to work plan
- using communication with a diverse range of people, including the injured worker, supervisor, work colleagues, medical adviser etc
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of injury management

Knowledge Requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to injury management
- privacy legislation
- freedom of information legislation
- procedures to ensure confidentiality and security of information
- legislated requirements of the return to work plan
- requirements of organisation's return to work policy and procedures
- stakeholders who need to be included/have ownership of the plan
- typical suitable duties for a range of workplace injuries/illnesses
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of injury management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV402B Deliver and monitor service to clients
 - PSPGOV406B Gather and analyse information
 - PSPGOV408A Value diversity
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- return to work plans developed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to injury management
- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing return to work plans

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing return to work plans, including coping with difficulties, irregularities and breakdowns in routine

- return to work plans developed in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *bold italics* in the Performance Criteria is explained here.

Stakeholders may include:

- worker
- employer
- manager/supervisor
- union representative
- rehabilitation provider
- case manager
- return to work coordinator
- claims manager
- treating doctor
- therapists
- work colleagues, where necessary

Requirements may include:

- goals
- hours/days to be worked
- duties, including restrictions or specific duties to be avoided
- wages, including make up pay
- length of program
- commencement date
- review dates
- rehabilitation services/costs

Return to work plan may include:

- specific return to work goals
- objectives for injured worker to achieve
- short-term and long-term goals
- services to be provided
- duration of services to be provided
- estimates of costs of services to be approved

Rehabilitation goals may include:

- return to pre-injury duties
- an interim measure to assess capacity to return to pre-injury duties
- an alternative position

Specific needs may include:

- cultural considerations
- language, literacy and numeracy

- ethical considerations
- personal circumstances of worker (separate to pre-injury duties) that may impact on suitable duties
- arrangements to attend medical or medical appointments
- training to prepare injured worker for commencement at the workplace

Issues may include:

- workload impact on other workers
- industrial issues in workplace
- arrangements for modifications to the workplace or special/adaptive equipment
- need for protective clothing, shoes, tools, etc
- training and supervision if new job required

Suitable duties may include:

- pre-injury duties with pre-injury employer
- alternative duties with pre-injury employer
- pre-injury duties with alternative employer
- alternative duties with a alternative employer
- new or alternative position
- modified duties/environment

Advice on disagreements may be provided by:

- case manager
- return to work coordinator
- injury management consultant
- WorkCover
- legal adviser
- insurer

Legislation, policy and procedures may include:

- workers rehabilitation/compensation legislation
- allied legislation such as occupational health and safety acts, regulations and associated standards
- privacy legislation
- legislation and standards to ensure confidentiality and security of information
- performance standards
- rehabilitation and return to work manual
- claims management manual
- public sector legislation and standards
- codes of conduct
- codes of ethics

Parties signing return to work plan may include:

- injured worker
- supervisor/team leader/manager/delegate
- return to work coordinator
- rehabilitation case manager
- approved rehabilitation provider
- treating medical practitioner
- union representative

Plan may be distributed to:

- signatories
- insurer/self-insurer

- case file
- treating medical practitioner

Unit Sector(s)

Not applicable.

Competency field

Injury Management.