



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA407A Implement rehabilitation systems

Release 2

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Modification History

LGAGOVA407A Release 2: Layout adjusted.

LGAGOVA407A Release 1: Primary release.

Unit Descriptor

This unit covers the implementation of a rehabilitation system including ensuring injured workers return to a safe work environment.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish and promote rehabilitation program	1.1 Policies are developed and procedures are put into place to support an effective and equitable rehabilitation process. 1.2 Short and long-term plans for return to work and non-return to work rehabilitation are established in consultation with relevant stakeholders. 1.3 Written permission is obtained where necessary from employees for council contact with medical authorities. 1.4 Education of staff about rehabilitation objectives is undertaken. 1.5 Professional expertise is sought to ensure appropriateness of return to work tables and activities. 1.6 Confidentiality principles are incorporated into systems.
2 Establish and implement a return to work program	2.1 Communication occurs with all relevant individuals and departments to ensure understanding of the proposed rehabilitation plan for injured worker. 2.2 Limitations of the worker and performable duties are clearly documented and distributed to relevant employees and departments. 2.3 Appropriate training opportunities are identified and provided where suitable duties are new to the employee. 2.4 Return to work is scheduled within realistic time frames consistent with medical advice. 2.5 Confidentiality principles are strictly adhered to.
3 Monitor the return to work program	3.1 Work situation is monitored to ensure that work provided does not impinge on injury. 3.2 Injured employee is consulted regarding ongoing suitability of work provided. 3.3 Detailed notes of contacts, discussions and all factors relevant to the case are compiled. 3.4 Compensation management is monitored.
4 Maintain records	4.1 Information is recorded in accordance with council and legislative requirements. 4.2 Details are recorded clearly, accurately and legibly. 4.3 Records are secure, accessible and up to date.

Required Skills and Knowledge

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

Required Skills

- consultation with and counselling of management and employees
- provision of advice to council and employees
- assessment of injured employees

Required Knowledge

- occupational health and safety and workers compensation legislation
- rehabilitation policy and procedures
- council strategic objectives
- confidentiality policy and procedures
- record keeping procedures

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Rehabilitation systems are established. Return to work program is established, implemented and monitored.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that encompasses a range of rehabilitation situations and outcomes and includes simulated roles of relevant parties.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Rehabilitation may include:

- modified workplace
- redesigned job tasks
- worker retrained for another position
- return to work
- non-return to work

Rehabilitation process may include:

- injury reporting
- first aid
- arranging for medical or other treatment
- completing necessary forms
- liaising with medical professionals
- maintaining contact with injured employees
- determining suitable duties and processes when returning to work
- monitoring and upgrading rehabilitation

Relevant stakeholders may include:

- council managers and staff
- unions
- medical experts
- insurance agencies

Unit Sector(s)

Administration