

 Department of Education and Early Childhood Development <b>Title: Non-Employee Claims Procedure</b>		<b>Procedure No. EHU WC 003</b>
		<b>Authorised By:</b> Manager EHU
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### **Non-Employee WorkCover Claims**

#### **Work experience and work placement student claims**

Work experience students and year 11 and 12 students undertaking work placements as part of vocational education courses are deemed workers under the Department's WorkCover Insurance Policy with CGU Workers Compensation.

Claims are processed in the same manner as an employee claim, excepting that the claim form must be filled in by the placement employer and is forwarded to the school for counter-signature by the principal. When the claim is forwarded to CGU Workers Compensation a copy of the Department's Work Experience/Placement Arrangement Form must be provided with the claim. The claim form should be clearly marked 'work experience/placement student' in the Worker Details section. The workplace number is 9573347.

Enquiries regarding claims for work experience students should be directed to CGU Workers Compensation on 8630 1188.

#### **Volunteers**

The Victorian WorkCover Authority has authorised CGU Workers Compensation to manage volunteer school worker's claims for the Department.

Claim forms should be clearly marked 'volunteer' in the Worker Details section of the Worker Injury Claim Form and in the Employment Details section of the Employer Injury Claim Report Form. The employer's scheme registration number for volunteer claims is 6464297.

Enquiries concerning volunteer claims should be directed to CGU Workers Compensation on 8630 1188.

Completed forms should be forwarded to,

**CGU Workers Compensation (Vic) Ltd, DEECD Team, GPO 2090S,  
Melbourne 3001.**