ROBERT GORDON UNIVERSITY ABERDEEN

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MODULE DESCRIPTOR

Module Title

Absence Management

Reference	NU3945	Version	1
Created	February 2017	SCQF Level	SCQF 9
Approved	June 2017	SCQF Points	15
Amended		ECTS Points	7.5

Aims of Module

To promote the provision of informed and supportive strategies for effective absence management in the workplace.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1	Appraise key concepts in relation to the management of workplace absence.
2	Evaluate the role of the Occupational Health practitioner in absence management.
3	Demonstrate knowledge and understanding of employment legislation, policies and models of human resource management theory relevant to absence management.
4	Critically analyse strategies to support employer/employee in absence management.
5	Appraise interventions to support the assessment of individuals with one or more long term conditions.

Indicative Module Content

Employment law, Collaborative working, Organisational structures, Systems/policies/procedures, Work fitness/fit note, Case management, Evidence based tools, Report writing, Consent and records management, Courageous conversations, Motivational interviewing, Industrial relations, Reasonable adjustments, Rehabilitation; Work psychology, Personal Development Plan.

Module Delivery

This module is delivered online via CampusMoodle.

Indicative Student Workload	Full Time	Part Time
Contact Hours	N/A	20
Non-Contact Hours	N/A	130
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	150
Actual Placement hours for professional, statutory or regulatory body		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

| Type: | Coursework | Weighting: | 100% | Outcomes Assessed: | 1, 2, 3, 4, 5 |
| Description: | Case management report. | | | | |

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

Written assignment.

Module Grade	Minimum Requirements to achieve Module Grade:
A	A in the coursework.
B	B in the coursework.
C	C in the coursework.
D	D in the coursework.
E	E in the coursework.
F	F in the coursework.
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None, in addition to course entry requirements or equivalent.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1. ACAS, 2020. *Advisory, Conciliation and Arbitration Service.* [online]. Available from: https://www.acas.org.uk/

2. FOOT, M., HOOK, C. and JENKINS, A., 2016. *Human resource management.* 7th ed. Harlow: Pearson Education.

3. HOBSON, J. and SMEDLEY, J. eds., 2019. *Fitness to Work: The Medical Aspects.* 6th ed. Oxford: Oxford University Press.

4. KLOSS, D., 2020. *Occupational health law.* 6th ed. Chichester: Wiley-Blackwell.

5. NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE (NICE), 2019. *Workplace health: Long term sickness and incapacity for work overview.* London: NICE.

6. THORNBURY, G., 2017. *Contemporary occupational health nursing: a guide for practitioners.* 2nd ed. Oxford: Routledge.