

EMPLOYEE SEPARATION

UNIT CODE: 0413 451 17A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/06/5/MA

Duration of Unit: 100 Hours

Relationship to Occupational Standards.

This unit addresses the Unit of Competency: Undertake Employee Separation

UNIT DESCRIPTION:

This unit covers the competencies required to undertake employee separation. It involves classifying existing employees, identify employees exiting the service, issuing exit documents, processing retirement benefits and claims, and conducting exit interviews

Summary of Learning Outcomes

S/No	ELEMENTS	DURATION (HOURS)
1	Classify Existing Employees.	18
2	Identify Employees Exiting The Service	24
3	Issue Exit Documents	18
4	Process Employee Retirement Benefits and Claims	18
5	Conduct Exit Interviews	22
	Total	100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Classify Exiting Employees	1.1 Organization separation policy 1.2 Voluntary separation methods 1.2.1 Resignation 1.2.2 Voluntary Retirement 1.2.3 Early retirement	• Practical assessment • Portfolio of Evidence • Project

Learning Outcome	Content	Suggested Assessment Methods
	1.2.4 Voluntary buyout 1.2.5 Mutual agreement 1.3 Involuntary separation methods 1.3.1 Layoff 1.3.2 Termination for cause 1.3.3 Redundancy 1.3.4 Contract non-renewal 1.3.5 Retrenchment 1.3.6 Involuntary retirement 1.3.7 Dismissal 1.4 Alternative work arrangement options 1.5 Employees separation methods are documented	• Written assessment • Oral assessment
2 Identify Employees Exiting the Service	2.1 Employee Terms of service 2.2 Determination of employee whose terms of employment are coming to an end 2.3 Documentation of employees exiting the service 2.4 Notices of exit issue 2.5 Employees exiting the service due to natural causes 2.5.1 Relocation 2.5.2 Health issues 2.5.3 Family responsibilities 2.5.4 Education pursuits 2.5.5 Career change 2.5.6 Personal reasons	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	2.5.7 Death 2.5.8 Disability 2.6 Exit Reports preparation 2.7 Exit Reports submission	
3 Issue Exit Documents	3.1 Notification of Exiting employees 3.2 Issuance of termination letters 3.3 Exit service documents 3.3.1 Resignation letter 3.3.2 Clearance form 3.3.3 Non- disclosure and confidentiality agreement 3.3.4 Exit documentation checklist 3.4 Collection of complete exit service documents 3.5 Receiving of exit documents from the next of kin of employees	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment
3. Process Employee Retirement Benefits and Claims	3.1 Filling of Pension forms 3.2 Submission of Gratuity documents 3.3 Filling of gratuity forms 3.4 Submission of gratuity documents 3.5 Payment of benefits and claims.	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment
4. Conduct Exit Interviews	4.1 Exit interviews 4.1.1 Structured exit interview 4.1.2 Unstructured exit interview	• Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
	4.1.3 Telephone or virtual exit interview 4.1.4 Group exit interview 4.1.5 Exit survey with ratings 4.2 Exit interviews tools 4.3 Exit interviews procedure 4.4 Exit interviews data analysis. 4.4.1 Quantitative method 4.4.2 Qualitative method 4.5 Preparation of exit report 4.6 Submission of Exit interview reports	- Portfolio of Evidence - Project - Written assessment - Oral assessment

Suggested Methods of Delivery

- ☐ Demonstration
- ☐ Practical work by trainees
- ☐ Group discussions
- ☐ Role play
- ☐ Case study
- ☐ Assignments

Recommended Resources for 30 trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1:30

4.	Whiteboard		1	1;30
5.	Report writing templates			
6.	Rolls flip charts		1	1;30
7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
1.	Lecture/theory room		1	1:30
2.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-
D	Tools and Equipment			
1.	Printers		2 pcs	2:30
2.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account,	30pcs	1:1

		Antivirus Software		
3.	Mobile phones		10	10:30

References

1. Text books
2. Journals
3. E-books
4. magazines

MODULE IV