

UNDERTAKE EMPLOYEE SEPARATION

UNIT CODE: 0413 451 17A

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

UNIT DESCRIPTION:

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

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes that make up workplace functions	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the range)</i>
1. Classify exiting employees	1.1 Organization separation policy is established in line with employment Act 2007 1.2 <i>Voluntary separation methods</i> are assessed as per employment Act 2007 1.3 <i>Involuntary separation methods</i> are explored based on employment Act 2007 1.4 Alternative work arrangement options are explored in line with management strategic plans 1.5 Employees' separation methods are documented as per organization procedures
2. Identify employees exiting the service	2.1 Employees terms of service are identified as per appointment letter. 2.2 Employees whose terms of employments are coming to an end are determined in line with human resource records. 2.3 Employees exiting the service are documented as per the organization policies.

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	2.4 Notices of exit are issued to the identified employees as per the organization procedures. 2.4 Employees exiting the service due to <i>natural causes</i> are documented as per organizational human resource policy. 2.5 Exit reports are prepared as per the management requirement. 2.6 Exit Reports are submitted to the management in line with organization procedures
3. Issue exit documents	3.1 Exiting employees are notified as per termination policy 3.2 Termination letters are issued to affected employees as per termination policy. 3.3 <i>Exit service documents</i> are issued to notified employees in line with organizational procedures. 3.4 Completed exit service documents are collected from the employees in line with organizational procedures. 3.5 Exit service documents are received from the next of kin of employees who exited due to natural causes
4. Process employee retirement benefits and claims	4.1 Pension forms are filled in line with NSSF Act 2013 4.2 Pension documents are submitted in line with retirement benefits policy. 4.3 Gratuity forms are filled in line with human resource manual. 4.4 Gratuity documents are submitted as per organizational procedures. 4.5 Benefits and claims are paid as per insurance and pension scheme.
5. Conduct exit interviews	4.6 <i>Exit interviews</i> are identified as per the organization requirements

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	4.7 Exit interviews tools are developed in line with organizational requirements 4.8 Exit interviews are conducted as per the organization procedures. 4.9 Exit interviews data are analysed as per the organization policies. 4.10 Exit interview reports are prepared as per the organization procedures. 4.11 Exit interview reports are submitted in line with organization procedures.

RANGE

This section provides a work environment and conditions to which the performance criteria apply. It allows for a different work environment and situations that will affect performance.

Variable	Range
1.Voluntary separation methods may include but are not limited to:	● Resignation ● Voluntary Retirement ● Early retirement ● Voluntary buyout ● Mutual agreement
2.Involuntary separation methods are may include but are not limited to:	● Layoff ● Termination for cause ● Redundancy ● Contract non-renewal ● Retrenchment ● Involuntary retirement ● Dismissal

Variable	Range
3.Natural causes may include but are not limited to:	● Relocation ● Health issues ● Family responsibilities ● Education pursuits ● Career change ● Personal reasons ● Death ● Disability
4.Exit service documents may include but are not limited to:	● Resignation letter ● Clearance form ● Non- disclosure and confidentiality agreement ● Exit documentation checklist
1. Exit interviews may include but are not limited to:	● Structured exit interview ● Unstructured exit interview ● Telephone or virtual exit interview ● Group exit interview ● Exit survey with ratings

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Interpersonal
- Negotiation
- Computer application
- Report writing skills
- Interviewing techniques
- Communication

Required Knowledge

The individual needs to demonstrate knowledge of:

- Employment related legislations
- Conducting interviews
- Terms and conditions of employment
- Employment termination methods

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1.Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1.Established organization separation policy in line with employment Act 2007 1.2.Documented employee’s separation methods as per organization procedures 1.3.Identified employee’s terms of service as per appointment letter. 1.4.Prepared exit reports as per the management requirement. 1.5.Issued exit service documents to notified employees in line with organizational procedures. 1.6.Developed exit interviews tools in line with organizational requirements 1.7.Exit interview reports are prepared as per the organization procedures. 1.8.Issued termination letters to affected employees as per termination policy
2. Resource Implications for competence certification	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks
3. Method of Assessment	Competency may be assessed through: 3.1 Practical 3.2 Projects

	3.3 Portfolio of evidence evaluation 3.4 Third-party report 3.5 Written tests 3.6 Oral questions
4. Context of Assessment	4.1 Competency may be assessed in a workplace or simulated work environment
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.