

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Develop policies and procedures to manage employee separations
Code	107065L5
Range	Providing policies and procedures as guidance to manage employee separations in an ethical, rational and consistent manner. This applies to the development of policies and procedures to assist relevant stakeholders (e.g. managers, security guards) to manage all types of employee separations.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand policies and procedures to manage employee separations</li> <li>• Understand the importance of managing separations in an ethical, rational and consistent manner</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Comply with employment related ordinances in respective operating markets and jurisdictions to develop policies and procedures to manage different types of employee separations</li> <li>• Provide guidance to assist relevant stakeholders to manage employee separations in an ethical, rational and consistent manner</li> <li>• Develop guidelines for exit interview so as to enable the organisation to better understand reasons of departure and adjust its human resource (HR) strategy accordingly</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Benchmark best practices of managing employee separations in the market (e.g. employee assistance programme)</li> <li>• Review and revise the policies and procedures to manage employee separations on a regular basis</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of policies and procedures to manage all types of employee separations in compliance with regulatory requirements in respective operative markets and jurisdictions.</li> <li>• Establishment of guidelines for exit interviews to understand reasons of departure and creating positive employee experience.</li> <li>• Provision of guidance to HR professionals and managers to manage employee separations in an ethical, rational and consistent manner (e.g. providing separation checklist for managers and employees).</li> </ul>
Remark	