

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Monitor the process of employee separation
Code	107066L4
Range	Monitoring the process of employee separation to maintain compliance with the organisation's policies and regulatory requirements. This applies to the monitoring and implementation of all policies and procedures of managing all types of employee separations.
Level	4
Credit	4
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 common forms of employee separation (e.g. retirement, resignation, layoff, retrenchment, dismissal)</li> <li>• Understand the policies and procedures of managing employee separations in the organisation</li> <li>• Understand the process of employee separation in the organisation</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Identify the type of employee separations and implement relevant policies and procedures (e.g. calculation of salary and benefits accruing as a result of separation)</li> <li>• Conduct dismissal or layoff meetings with the affected employees, if applicable, to explain severance compensation, benefits and services that will be provided to the affected employees</li> <li>• Provide assistance in ensuring positive employee experience is created when monitoring both voluntary separations (e.g. through exit interviews with resignees) and involuntary resignations (e.g. through the provision of outplacement service)</li> <li>• Provide assistance and support to managers to deal with handover of work, knowledge transfer and other tasks</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Deal with the employee benefits accruing as a result of separation as well as other benefits (e.g. allowances) properly and accurately</li> <li>• Maintain proper documentations of the incidents or events that led to the decision of termination of employment and inform all affected departments / parties that a termination has happened</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Implementation of the appropriate actions to manage different types of employee separations in accordance with the relevant policies and procedures as well as in compliance with regulatory requirements.</li> <li>• Provision of assistance and support to managers to deal with handover of work, knowledge transfer and other tasks (e.g. providing handover / separation checklist for managers and employees).</li> </ul>
Remark	