

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Carry out the process of employee separation
Code	107068L3
Range	Carrying out the process of employee separation in compliance with the organisation's policies and regulatory requirements. This applies to the implementation of appropriate actions that lead to the departure of an employee without affecting business operation and employee morale.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the responsibilities of human resource professionals, manager of the relevant business unit and the separating employee • Understand the policies and procedures of managing employee separations in the organisation • Understand the process of employee separation in the organisation <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Confirm the requirements for different types of employee separations are met (e.g. termination due to misconduct, dismissal, layoff) • Carry out relevant policies and procedures (e.g. collection of employee identity card, access cards, locker keys) • Work with concerned departments to handle difficult cases and / or those including senior employees (e.g. the employees being terminated may vent their frustration in a violent manner) <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Proactively provide assistance in preparing proper documentations of the incidents or events leading to the decision of termination of employment and inform all affected departments / parties that a termination has happened • Proactively check the accuracy and details of employee separation arrangements
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of assistance and support to implement the appropriate actions to handle different types of employee separations in accordance with the relevant policies and procedures.
Remark	