

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Conduct employee separation
Code	107069L3
Range	Conducting employee separation in compliance with the organisation's policies and regulatory requirements. This applies to the implementation of standard operating procedures to conduct all types of employee separations without affecting business operation and employee morale.
Level	3
Credit	3
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 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>• Follow the organisation's guidelines and directives for all types of employee separations</li> <li>• Conduct employee separation in accordance with standard operating procedures</li> <li>• Record the items collected on separation checklist (e.g. employee identity card, assess cards, locker keys, laptop computer)</li> <li>• Contact concerned departments (e.g. administration department, IT department) to terminate the separating employee's access of the organisation's properties (e.g. internal office, business documents, emails) when necessary</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Bring out any issues on employee separation for management's review</li> <li>• Proactively check the accuracy and details of employee separation arrangements</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 standard operating procedures to conduct employee separation.</li> </ul>
Remark	