EMPLOYEE SEPARATION

UNIT CODE: BUS/CU/HRM/CR/09/5/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Undertake Employee Separation

Duration of Unit: 50 Hours

Unit Description
This unit specifies the competencies required to undertake employee separation. It includes identifying separation methods, identifying employees exiting the service, identifying exit documents, issuing and receiving exit documents, processing retirement benefits and claims and conducting exit interviews.

Summary of Learning Outcomes
1. Identify separation methods
2. Identify exit documents
3. Identify employees exiting the service
4. Issue and receive exit documents
5. Process retirement benefits and claims
6. Process severance pay benefits and claims
7. Conduct exit interviews .

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1.Identify Separation	• Introduction to employee separation	• Written tests • Oral presentation

Learning Outcome	Content	Suggested Assessment Methods
Methods	• Types of employee separation • Reasons of employee separation • Procedure of employee separation	• Observation
2.Identify Exit Documents	• Documents required for each type of separation	• Written tests • Oral presentation • Observation
3.Identify Employees Exiting the Employment	• Employees' Conditions and terms of service • Staff turnover report	• Written tests • Oral presentation • Observation
4.Issue and Receive Exit Documents	• Exit notices • Importance of exit notices	• Written tests • Oral presentation • Observation
5.Process Separation Benefits and Claims	• Introduction to benefits and claims • Types of benefits • Gratuity • Pension • Leave days • Severance • Training • Other types of benefits • Computation of	• Written tests • Oral presentation • Observation

Learning Outcome	Content	Suggested Assessment Methods
	benefits • Legal implication on benefits management	
6. Conduct Exit Interviews	• Introduction to exit interviews • Importance of exit interviews • Methods of exit interviews • Documentation of exit interviews data • Exit interview reports	• Oral questioning • Observation • Oral presentation • Written report

Suggested Delivery Methods
- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources
- Office stationeries
- Computers and computer software
- Printers
- Projectors