

## EMPLOYEE SEPARATION

**UNIT CODE:** HRM/CU/BUS/CR/10/6/A

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Undertaking employee separation

**Duration of Unit:** 160 Hours

### Unit Description

This unit specifies the competencies required to undertake employee separation from an organization. It includes identify ingemployees exiting the service, processing employees benefits and claims and conducting exit interviews.

### Summary of Learning Outcomes

1. Identifying employees exiting employment
2. Processing employees benefits and claims
3. Conducting exit interviews

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identifying employees exiting the employment	<ul style="list-style-type: none"><li>• Introduction to employees to employees' separation</li><li>• Reasons and types of separation<ul style="list-style-type: none"><li>• Downsizing/layoffs</li><li>• Dismissal</li><li>• Redundancy<ul style="list-style-type: none"><li>• Causes</li><li>• HR role in reducing redundancy</li></ul></li><li>• Resignation</li><li>• End of contract</li><li>• Retirement</li><li>• Medical reasons</li><li>• Death</li></ul></li><li>• Procedure of employees' separation</li><li>• Documents prepared for each type of exit</li><li>• Absenteeism</li><li>• Staff turnover</li></ul>	<ul style="list-style-type: none"><li>• Written tests</li><li>• Observation</li><li>• Oral questions</li><li>• Case studies</li></ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>• The role of HR in employee retention</li> <li>• Preparation of reports</li> </ul>	
2. Processing of benefits and claims	<ul style="list-style-type: none"> <li>• Introduction to employee benefits and claims</li> <li>• Forms of benefits</li> <li>• Computation of employee benefits (HR Accounting)</li> <li>• Legal implications on employee exits and benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Case studies</li> </ul>
3. Conduct exit interviews	<ul style="list-style-type: none"> <li>• Introduction to exit interviews</li> <li>• Importance/use of exit interviews</li> <li>• Methods of exit interviews</li> <li>• Analysis of exit interview data</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Written tests</li> <li>• Oral questions</li> <li>• Case studies</li> </ul>

#### **Suggested Methods of instructions**

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction

#### **Recommended Resources**

- Resources and documentation used in the workplace
- Workplace policies and procedures
- Organization work plans