



Australian Government

BSBHRM507 Manage separation or termination

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

It applies to individuals who take responsibility for overseeing aspects of managing the voluntary and involuntary termination of employment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Human Resource Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Develop policies and procedures for separation/termination of employment	1.1 Undertake research to determine features of best practice systems of separation/termination and the legal requirements 1.2 Undertake consultation with relevant managers prior to introduction of new forms, procedures or systems 1.3 Develop policies, procedures and supporting documentation for all forms of separation/termination 1.4 Ensure procedures for dismissal or termination respect employees, provide strict confidentiality and comply with legislation 1.5 Obtain support for separation/termination policies and procedures from senior managers 1.6 Communicate policies and procedures, and provide supporting

ELEMENT	PERFORMANCE CRITERIA
	<p>documents to relevant personnel</p> <p>1.7 Use feedback to make refinements to policies, procedures and supporting documents for separation and termination</p>
2 Manage separation/termination processes	<p>2.1 Develop a redundancy or redeployment plan</p> <p>2.2 Manage redundancies and redeployment and provide relevant information about processes so work outcomes are not compromised</p> <p>2.3 Provide outplacement or other assistance in accordance with organisational policies and legal requirements</p> <p>2.4 Ensure dismissals for incapacity to perform or misconduct comply with legislative and organisational requirements</p> <p>2.5 Ensure human resource staff, managers and supervisors have necessary skills and knowledge to take disciplinary action</p> <p>2.6 Review workforce data for predicted numbers of people retiring and make necessary plans</p> <p>2.7 Review and evaluate separation/termination procedures regularly and introduce improvements</p>
3 Manage exit interview process	<p>3.1 Ensure separating employees are offered opportunity to participate in exit interviews</p> <p>3.2 Ensure process for exit interviews is clear and that staff are skilled to conduct them</p> <p>3.3 Ensure data from exit interviews is recorded and depersonalised</p> <p>3.4 Analyse data from exit interviews to establish trends and patterns and introduce improvements across the organisation</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance

Skill	Performance Criteria	Description
Learning	2.5, 3.2	<ul style="list-style-type: none"> Ensures staff have necessary skills and training to oversee employees terminations
Reading	1.1, 1.3, 1.4, 1.7,	<ul style="list-style-type: none"> Critically evaluates and applies content from a range

	2.1, 2.2, 2.3, 2.6, 2.7, 3.2	of texts to determine legislative and business requirements
Writing	1.1, 1.3, 1.6, 1.7, 2.1, 2.2, 2.6, 2.7, 3.3	<ul style="list-style-type: none"> Records results of research for personal use Uses a range of writing skills and techniques to create or edit organisational documentation in required format for a range of audiences Creates records in required format and structure
Oral Communication	1.2, 1.5-1.7, 2.2, 2.5, 3.1, 3.2	<ul style="list-style-type: none"> Uses appropriate terminology and non-verbal features when consulting others and presenting information Uses open questioning and active listening skills when seeking feedback from others
Numeracy	2.6, 3.4	<ul style="list-style-type: none"> Undertakes basic mathematical calculations to review and manipulate workforce data
Navigate the world of work	1.1, 1.4, 1.7, 2.3, 2.4, 2.7	<ul style="list-style-type: none"> Identifies and adheres to legislative and organisational requirements relevant to role Develops or updates policies and procedures to achieve organisational goals Monitors adherence to organisational policies and procedures
Interact with others	1.2, 1.5, 2.5, 3.1, 3.2	<ul style="list-style-type: none"> Collaborates with others to achieve outcomes, playing an active role in facilitating understanding of procedures
Get the work done	1.1, 2.1, 2.2, 2.7, 3.1	<ul style="list-style-type: none"> Plans and implements tasks to achieve outcomes in accordance with legislative and organisational requirements Uses systematic processes to gather and analyse the data needed to make decisions that affect the organisation Uses consultation and analytical thinking to decide on improvements to work practices and processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBHRM507 Manage separation or termination	BSBHRM507A Manage separation or termination	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>