Australian Government

BSBHRM529 Coordinate separation and termination processes

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

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

The unit 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

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist development of policies and procedures	1.1 Research features of best practice systems of separation and termination and the legal requirements 1.2 Consult relevant stakeholders prior to introduction of new policies, procedures and supporting documentation 1.3 Assist in determining policies, procedures and supporting documentation for all forms of separation and termination 1.4 Ensure procedures for dismissal or termination are according to legislative requirements and organisational policies and procedures 1.5 Obtain support for separation and termination policies and procedures from relevant stakeholders 1.6 Communicate policies and procedures, and provide supporting documents to relevant stakeholders

ELEMENT	PERFORMANCE CRITERIA
	1.7 Seek and use feedback to refine policies, procedures and supporting documents for separation and termination
2. Coordinate separation and termination	2.1 Facilitate the development of a redundancy or redeployment plan
	2.2 Coordinate management of redundancies and redeployment and provide relevant information about processes
	2.3 Provide outplacement or other assistance according to organisational policies and legal requirements
	2.4 Ensure dismissals for incapacity to perform or misconduct comply with legislative requirements and organisational policies and procedures
	2.5 Ensure human resource staff, managers and supervisors have necessary skills and knowledge to take disciplinary action
	2.6 Review workforce data for predicted numbers of people retiring and make necessary plans
	2.7 Review and evaluate separation and termination procedures and suggest improvements
3. Coordinate exit interview process	3.1 Provide separating employees opportunity to participate in exit interviews
	3.2 Create clear process for exit interviews and that staff are skilled to conduct them
	3.3 Record and depersonalise data from exit interviews
	3.4 Establish trends and patterns and suggest improvements across the organisation according to data from exit interviews

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Ensures staff have necessary skills and training to oversee employee terminations
Reading	• Critically evaluates and applies content from a range of texts to determine legislative and business requirements
Writing	• 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	• 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	• Undertakes basic mathematical calculations to review and manipulate workforce data
Initiative and enterprise	• 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
Teamwork	• Collaborates with others to achieve outcomes, playing an active role in facilitating understanding of procedures
Problem solving	• Plans and implements tasks to achieve outcomes according to 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

No equivalent unit. Supersedes but is not equivalent to BSBHRM507 Manage separation or termination.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10