



Australian Government

Assessment Requirements for BSBHRM529 Coordinate separation and termination processes

Release: 1

Assessment Requirements for BSBHRM529 Coordinate separation and termination processes

Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- assist development of at least three different policies and procedures to manage all aspects of employment separation and termination according to legislative and organisational requirements
- on at least one occasion, coordinate the separation or termination of an employee.

In the course of the above, the candidate must:

- communicate effectively with employees to ensure they are aware of their rights and responsibilities
- ensure staff have an appropriate skill-sets to conduct terminations
- use data from exit interviews to suggest organisational improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key aspects of disciplinary procedures
- key features of employment contracts including terms and conditions
- relevant procedures and grounds for dismissal, suspension, voluntary termination, retirement and redundancy
- relevant industrial relations and employee dismissal legislation
- methods of obtaining feedback and suggesting improvements to organisational operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to performance evidence
- relevant organisational policies and procedures
- relevant legislation, regulations and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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