

Title	Demonstrate skills in managing staff exit in an organisation		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to demonstrate skills in managing staff exit in an organisation.
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Classification	Business Operations and Development > People Development and Coordination
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Available grade	Achieved
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Guidance Information

- Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- Assessment for this unit standard will be in the context of a specific organisation, either one real to the candidate or a realistically simulated one.
- The assessment context for this unit standard must be suitable to meet the criteria for Level 5 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at www.nzqa.govt.nz.
- Definitions**

Legislative/legal refers to requirements that derive authority from legislation and/or the law.

Organisation refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

Organisational requirements may include but are not limited to:

 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.
- Legislation relevant to this unit standard includes: Employment Relations Act 2000, Human Rights Act 1993, Injury Prevention, Rehabilitation, and Compensation Act 2001, Tax Administration Act 1994, Privacy Act 2020, and any other legislation relating to the organisation and/or its operations.

Outcomes and performance criteria

Outcome 1

Demonstrate skills in managing staff exit in an organisation.

Range redundancy, dismissal, and one other which may include but is not limited to – retirement, resignation, abandonment of position.

Performance criteria

1.1 Requirements are determined in relation to each exit in accordance with organisational requirements.

Range requirements include but are not limited to – legislative/legal, contractual, organisational procedures.

1.2 Rights of affected individual employees and the organisation involved in each exit are identified in accordance with organisational requirements.

1.3 Each staff exit is prepared for in terms of its potential impact, and the relevant follow-up actions are identified, in accordance with organisational requirements.

Range impact in relation to – the organisation and its staff, the individual, their family/whānau as appropriate in each case; follow-up may include but is not limited to – an employee assistance programme, career counselling, notification of affected parties.

1.4 Each exit meeting with staff is conducted in accordance with requirements.

Range requirements include but are not limited to – legislative/legal, contractual, organisational procedures.

1.5 Interpersonal skills are demonstrated appropriate to the exit meeting and employee.

1.6 Follow-up options are offered for each exit according to the affected individual's needs.

Range follow-up may include but is not limited to – an employee assistance programme, career counselling.

1.7 Documentation requirements for each exit are completed in accordance with organisational requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 February 2009	31 December 2014
Review	2	17 November 2011	31 December 2028
Rollover and Revision	3	17 March 2016	31 December 2028
Rollover and Revision	4	29 July 2021	31 December 2028
Rollover and Revision	5	27 April 2023	31 December 2028
Review	6	27 November 2025	31 December 2028

Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.