
Overview

This standard is about managing and facilitating people release e.g. retirement, redundancy, resignation, ill health, performance or conduct-related dismissal, transfers. It includes developing and agreeing release processes, implementing these in line with the values of the organisation and current employment law and providing both individuals and managers with appropriate support. It is for HR professionals who are involved in managing and facilitating people release.

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Performance criteria

You must be able to:

- P1 Develop and agree release processes that meet the needs of the organisation and are in line with employment law
- P2 Implement release processes in line with organisational values and employment law
- P3 Communicate clearly and sensitively to ensure that people understand the situation, next steps and goals
- P4 Provide individuals with relevant support and information about release processes, next steps and options, as appropriate
- P5 Support managers in implementing release processes
- P6 Ensure that managers understand the legal basis of the processes and the requirement to work within them
- P7 Conduct exit administration in line with the release process
- P8 Maintain complete and accurate records of release
- P9 Identify legislative changes that may impact release processes
- P10 Review and evaluate release processes and recommend relevant revisions and/or improvements

Knowledge and understanding

You need to know and understand:

- K1 The organisation's strategy, performance goals and drivers
- K2 The sector in which the organisation operates and the market factors that impact on its performance
- K3 How human resource levers drive organisational performance
- K4 Current employment law that applies to release and how to implement it in line with organizational values
- K5 Release processes and how to develop these to meet organisational needs and the requirements of legislation
- K6 Methods of communication in release situations
- K7 How to ensure that people understand the information that is being communicated
- K8 The range of support that might be provided to individuals for release processes, next steps and options, as appropriate
- K9 The range of support that might be provided to managers in implementing release processes
- K10 How to ensure that managers understand the legal basis of the processes and the requirement to work within them
- K11 How to calculate termination entitlements
- K12 How to complete exit administration related to release
- K13 The records that are required for release
- K14 How to identify legislative changes that may impact release processes
- K15 How to review and evaluate release processes

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