

**SKILLS FRAMEWORK FOR HUMAN RESOURCE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Employee Separation					
TSC	Voluntary Exit Management					
TSC Description	Establish and implement frameworks, guidelines, policies and processes to manage voluntary exits					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HRS-HRM-2025-1.1	HRS-HRM-3025-1.1	HRS-HRM-4025-1.1	HRS-HRM-5025-1.1	
		Administer processes for voluntary employee exits	Implement processes to manage voluntary employee exits	Develop policies and guidelines to manage voluntary exit processes	Establish strategies and plans to manage voluntary exits	
Knowledge		<ul style="list-style-type: none"> Reasons for voluntary exits Human resource (HR) policies related to voluntary exits Processes related to the administration of voluntary exits Ethical, legal and professional considerations related to voluntary exits 	<ul style="list-style-type: none"> Procedures of conducting an exit interview Methods of analysing voluntary exit information 	<ul style="list-style-type: none"> Legal and regulatory requirements related to voluntary exits Criteria for measuring the impact of voluntary exits 	<ul style="list-style-type: none"> Strategies to minimise voluntary exit rate Methods of reviewing human resource (HR) policies in relation to voluntary exit management 	
Abilities		<ul style="list-style-type: none"> Administer voluntary exit processes according to policies and procedures Draft documentation required for voluntary exits Provide information to employees on voluntary exit policies Maintain comprehensive records of voluntary employee exits 	<ul style="list-style-type: none"> Conduct exit interviews Advise employee of regulations against competition, disclosure and litigation Record exit interview feedback Analyse data related to reasons and impact of voluntary exits Maintain professionalism during interactions with exiting employees to uphold organisation reputation Review administration documentation related to voluntary exits 	<ul style="list-style-type: none"> Develop voluntary exit policies in compliance with legal and regulatory requirements Establish guidelines for voluntary exit processes Formulate measures and criteria to determine the impact of voluntary exits Review voluntary exit data analysis to recommend corrective actions to manage voluntary exit rate 	<ul style="list-style-type: none"> Develop HR strategies to manage voluntary exit rate Advise senior leadership on managing communication for voluntary exit of senior roles Collaborate with senior leadership to manage the impact of voluntary exit of senior roles Enhance existing voluntary exit policies to increase effectiveness and alignment to organisational requirements 	