



<b>Unit title</b>	Termination of Employment
<b>SQA code</b>	H712 04
<b>SCQF level</b>	6
<b>SCQF credit points</b>	2
<b>SSC ref</b>	FSP P2, P3 and P4

## History of changes

**Publication date:** August 2013

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<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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<b>Title</b>	Termination of Employment		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>	
<b>The learner will:</b>		<b>The learner can:</b>	
1	Process redundancy and termination payments.	1.1	Correctly apply the terms of any contractual, non-statutory redundancy scheme.
		1.2	Calculate the amount of any statutory termination payment.
		1.3	Enter any sums due in respect of termination which are not covered by exemptions and concessions so that payments will be made at the correct time and with the appropriate income tax and NIC treatment.
		1.4	Process and record termination payments in accordance with legislative requirements.
2	Process other items related to termination.	2.1	Calculate the amount of the final payment to be made.
		2.2	Ensure all final payments are subject to the correct income tax and NIC treatment.
		2.3	Ensure that all sums recoverable are dealt with correctly and accurately in the final payment.
		2.4	Issue any notices to third parties in relation to the termination.
		2.5	Issue any statutory notices and forms required as a result of the termination.

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<p>This Unit is a practical Unit about calculating redundancy payments taking cognisance of associated legislation.</p> <p>Learners will apply the knowledge gained in the Unit <i>Theory of Termination of Employment</i> to calculate entitlements.</p> <p>Learners should be working within a payroll environment.</p>
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
<p>This Unit directly relates to Unit FSP P2, P3 and P4 of the Payroll NOS. It relates to a number of other NOS covering the areas of financial records, IT and regulations.</p>
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
N/A

### **Assessment (evidence) Requirements**

Evidence should be collected when carrying out tasks within a real job. Learners need to interpret the employee's contract of employment prior to calculating redundancy payments. Learners would generate evidence in 'real time' if the organisation is making employees redundant. Alternatively, a hypothetical case study may be used.

Assessment must be undertaken with learners taking due cognisance of legislation, security of information and organisational procedures.

### **Guidance on Instruments of Assessment**

This Unit is designed to assess the knowledge of learners in the workplace.

Learning Outcome 1 may be assessed by a work-based assessment or by observation/product evidence/witness testimony.

Learning Outcome 2 may be assessed by a work-based assessment or by observation/product evidence/witness testimony.

Online assessment may also be used for both Learning Outcomes.

The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may be required depending on the size of the organisation in which the learner is working. Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Other valid evidence which relates directly to learner performance

SQA's Guide to Assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website **[www.sqa.org.uk](http://www.sqa.org.uk)**.

The FLSP's Assessment Strategy also supports the assessment of this Unit.