Unit Title:	**Manage redundancy and redeployment**
OCR unit number:	32
Level:	4
Credit value:	6
Guided learning hours:	39
Unit reference number:	M/506/2044

Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage redundancy and redeployment. Upon completion of this unit, learners will have developed an understanding of the management of redundancy and the principles of redeployment and will be able to manage redundancy and the redeployment of staff.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the management of redundancy	**The Learner can:** 1.1 Explain the legal requirements that relate to the management of redundancy 1.2 Explain the conditions required for a redundancy and their implications 1.3 Explain possible ways of avoiding redundancies 1.4 Explain the factors involved in identifying the pool for redundancy selection 1.5 Explain the factors involved in developing an appeals process 1.6 Explain the process for planning and managing a redundancy 1.7 Evaluate the implications of voluntary and compulsory redundancy on individuals 1.8 Evaluate the implications of voluntary and compulsory redundancy for organisations 1.9 Evaluate the type of information required by staff who are retained 1.10 Evaluate the type of information required by staff who are made redundant	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	1.11 Assess the role of outplacement in redundancy	
2 Understand the principles of redeployment	2.1 Explain the concept of redeployment 2.2 Explain the legal requirements that relate to the management of redeployment 2.3 Explain the process for planning and managing a redeployment 2.4 Evaluate the type of information required by staff who are retained 2.5 Evaluate the type of information required by staff who are redeployed 2.6 Evaluate the benefits and limitations to an organisation of redeployment 2.7 Assess the role of project management techniques in the management of redeployment	
3 Be able to manage a redundancy	3.1 Evaluate the available options for avoiding a redundancy and their implications 3.2 Develop a redundancy plan and timetable that addresses redundancy objectives 3.3 Take action to ensure that redundancy payments are calculated accurately 3.4 Use an appropriate method for communicating the outcome of a redundancy decision 3.5 Make agreed support services available to those who have been made redundant	
4 Be able to manage the redeployment of staff	4.1 Explain to redeployees the reasons, purpose and benefits of redeployment 4.2 Develop a redeployment plan that addresses agreed objectives 4.3 Use an appropriate method for communicating about redeployment	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	4.4 Make agreed support services available to those being redeployed 4.5 **Adhere to organisational policies and procedures, legal and ethical requirements** for the redeployment of staff	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague. Learners should also be aware of *which* **legal requirements** relate to the redeployment of staff.

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LDA4 CFAM&LDA5	• Manage the redeployment of people • Manage redundancies

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .