



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Offboarding Employees

Custom Courses / Human Resources and Training

Unit Standard AATICD-0185 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals and managers with the skills to conduct effective employee offboarding processes. It covers legal compliance, exit interviews, knowledge transfer, and maintaining positive alumni relations to protect organisational interests.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0185
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal and regulatory requirements governing employee offboarding in South Africa.
- Conduct structured exit interviews to gather actionable feedback.
- Design a knowledge transfer plan to minimise operational disruption.
- Implement a standardised offboarding checklist ensuring completeness.
- Evaluate offboarding data to identify trends and improve retention strategies.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, line managers, and supervisors responsible for managing employee exits within their organisations.

COURSE OUTLINE

Day 1: Foundations of Offboarding

- Introduction to offboarding and its strategic value
- Legal framework: Labour Relations Act, Basic Conditions of Employment Act
- Differences between resignation, retrenchment, and dismissal
- Offboarding policies and procedures
- Overview of exit interviews and their purpose
- Data protection and confidentiality during offboarding

Day 2: The Offboarding Process

- Offboarding checklist: from resignation to final day
- Final payslips, leave payouts, and UIF submissions
- Return of company property (laptops, keys, ID cards)
- IT access revocation and data backup
- Exit interview templates and techniques
- Communication protocols with departing employees

Day 3: Legal and Compliance Aspects

- Unfair dismissal and constructive dismissal definitions
- Retrenchment procedures and Section 189/189A
- Settlement agreements and restraint of trade
- POPIA obligations when processing employee data
- Documentation retention and record-keeping
- Role of the CCMA in offboarding disputes

Day 4: Managing Difficult Offboarding Scenarios

- Communication skills for delivering bad news
- Redundancy selection criteria and consultation
- Outplacement support and counselling resources
- Handling employee appeals and grievances
- Minimising legal risk during dismissals
- Case studies: common offboarding challenges

Day 5: Strategic Offboarding and Continuous Improvement

- Exit interview data analysis and reporting
- Trends and patterns in employee turnover
- Using offboarding to strengthen alumni networks
- Measuring offboarding effectiveness (KPIs)
- Continuous improvement of offboarding processes
- Creating an offboarding manual for the organisation

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0185) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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