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HRPA CHRP-KE Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">This section of the exam measures the skills of Health and Safety Officers and covers workplace safety practices, hazard identification, and compliance with health and safety regulations. It focuses on promoting employee well-being, implementing prevention programs, and managing risks in the work environment.
Topic 2	<ul style="list-style-type: none">HR Planning: This section of the exam measures the skills of HR Planners and focuses on workforce planning and forecasting to meet organizational needs. It includes succession planning, skills gap analysis, and aligning human capital strategy with long-term organizational goals.

Topic 3	<ul style="list-style-type: none"> • Training & Development: This section of the exam measures the skills of Learning and Development Managers and focuses on employee training, skill development, and performance improvement. It includes designing training programs, conducting needs assessments, evaluating learning outcomes, and supporting career development initiatives.
Topic 4	<ul style="list-style-type: none"> • Labour Relations • Industrial Relations: This section of the exam measures skills of Labor Relations Specialists and covers the framework of collective bargaining, dispute resolution, and negotiation processes. It includes knowledge of employment laws, union-management relations, and strategies for maintaining positive labour relations within the workplace.
Topic 5	<ul style="list-style-type: none"> • Occupational Health & Safety
Topic 6	<ul style="list-style-type: none"> • Compensation: This section of the exam measures the skills of Compensation Analysts and covers principles of designing, implementing, and maintaining effective compensation systems. It focuses on understanding job evaluation, pay structures, incentive programs, and equity considerations to attract and retain talent.
Topic 7	<ul style="list-style-type: none"> • HR Management: This section of the exam measures the skills of HR Generalists and focuses on understanding the role and functions of human resources within an organization. It covers HR policies, strategic alignment of HR practices with business goals, and managing employee relations to ensure organizational effectiveness and compliance.
Topic 8	<ul style="list-style-type: none"> • Recruitment & Selection: This section of the exam measures the skills of Talent Acquisition Specialists and covers methods for sourcing, screening, and selecting candidates. It includes job analysis, interview techniques, legal considerations, and ensuring fair and effective hiring decisions that align with organizational needs.

HRPA CHRP Knowledge Exam Sample Questions (Q64-Q69):

NEW QUESTION # 64

Which of the following questions is relevant to auditing recruitment and selection practices?

- **A. Is the selection process consistently administered?**
- B. Is consideration given to employee performance when choosing a selection tool?
- C. Are employees satisfied with their job roles after recruitment and selection?
- D. Is the cost of recruitment within budget?

Answer: A

Explanation:

HRPA's guidance on recruitment and selection emphasizes standardization and consistency to ensure fairness, legal defensibility, and validity. Auditing R&S practices includes confirming that "selection steps are administered consistently across candidates, jobs, and time," alongside checks for documentation, reliability/validity evidence, and compliance with human rights legislation.

(A) touches criterion validity, but an audit question first verifies consistent administration before method choice.

(B) job satisfaction is a distal outcome and not a core audit control for selection practice.

(D) budget adherence is a financial audit metric, not a process integrity check for selection practice.

Relevant HRPA references (no external links):

HRPA Study Guide - Staffing/Selection: Standardization, Reliability, Validity, and Process Auditing.

HRPA Competency Framework - Talent Acquisition: "apply fair, consistent, and compliant selection processes."

NEW QUESTION # 65

Which of the following creates a list of important duties and job responsibilities performed by jobholders that lead to job success?

- A. The critical incident method
- **B. Task inventory analysis**
- C. The position analysis method

- D. Functional job analysis

Answer: B

Explanation:

Within the Workforce Planning and Talent Management domain, HRPAs guidance on job analysis describes task (or job) inventory analysis as a systematic technique in which jobholders and/or subject-matter experts generate a comprehensive list of tasks/duties and responsibilities, which are then rated for frequency, importance, and criticality to job success. This produces the foundational content for job descriptions, selection criteria, training, and evaluation.

By contrast, the critical incident method captures examples of exceptionally effective or ineffective behaviours (not a full task list). Functional Job Analysis focuses on detailed task statements and levels of interaction with data, people, and things, emphasizing rating dimensions rather than simply producing a prioritized list. "Position analysis method" is a generic label and does not, on its own, denote the structured task listing central to task inventories.

Relevant HRPAs references: HRPAs Professional Competency Framework - Workforce Planning and Talent Management (job analysis techniques, task inventories for defining job content); HRPAs Study Guide - Job Analysis and Design (task lists rated by importance/criticality to inform HR systems).

NEW QUESTION # 66

What is the term for the evaluation, done after training is complete, that provides data about the effectiveness of the training?

- A. Descriptive
- B. Formative
- **C. Summative**
- D. Causal

Answer: C

Explanation:

In the HRPAs Human Resources Competency Framework (Functional Domain: Learning and Development), training evaluation is a core responsibility of HR professionals. Evaluations measure whether learning objectives were achieved and how the training contributed to organizational goals.

There are two key evaluation types:

Formative Evaluation - Conducted during the training process to monitor and improve design and delivery.

Summative Evaluation - Conducted after training is complete to determine overall effectiveness, learning outcomes, and return on investment.

Extract:

"Summative evaluation measures the overall effectiveness of learning programs after delivery to assess achievement of objectives and organizational impact." (HRPAs Competency Framework - Learning and Development, Key Competency: Evaluate Learning Programs, CHRP Level) Therefore, A. Summative is correct because it assesses the effectiveness of training after completion.

Verified Reference Summary:

HRPAs Human Resources Competency Framework - Functional Domain: Learning and Development CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRPAs Exam Preparation Guide - Training Evaluation and Effectiveness

NEW QUESTION # 67

An organization sends a service employee to a training program to improve their customer service skills. What goal is the organization trying to achieve?

- A. Helping the employee improve their well-being.
- **B. Helping the employee in their current role.**
- C. Supporting the employee in performing future job responsibilities.
- D. Assisting the employee in achieving their long-term career goals

Answer: B

Explanation:

HRPA differentiates training from development. Training is current-role focused, aiming to close immediate skill gaps (e.g., enhancing customer service competencies to perform present duties). Development (C and B) targets future roles and long-term growth, while wellness initiatives (D) address health and well-being rather than job performance. This scenario clearly aligns with training for current role effectiveness.

NEW QUESTION # 68

Which of the following best describes the potential advantages of conducting a comprehensive HR audit in an organization?

- A. Emphasizing competitive market research, recalibrating product positioning strategies, and expanding global market reach
- B. Enhancing external stakeholder communication, leveraging organizational social responsibility initiatives, and bolstering brand reputation
- C. Measuring top management's shift toward strategic planning, refining compensation and staffing policies, and assessing compliance with employment legislation
- D. Streamlining inter-departmental workflows, promoting agile methodologies, and optimizing resource allocation for projects

Answer: C

Explanation:

Under the HRP Human Resources Competency Framework (Functional Domain: Professional Practice), an HR audit is a systematic review of HR policies, procedures, systems, and practices to ensure legal compliance, alignment with strategic objectives, and effectiveness of HR programs.

The purpose of an HR audit is to identify gaps, risks, and opportunities to enhance HR's contribution to the organization.

Extract:

"HR audits evaluate HR policies and practices to ensure compliance with legislation, identify areas for improvement, and assess the strategic contribution of HR programs." (HRPA Competency Framework - Professional Practice, CHRP Level, Key Competency: Evaluate HR Programs and Ensure Compliance) Key advantages of an HR audit include:

Ensuring compliance with employment legislation and regulatory standards.

Improving HR policies such as compensation, recruitment, and performance management.

Supporting strategic alignment by assessing HR's effectiveness in achieving business objectives.

Therefore, A accurately reflects the audit's strategic and compliance-oriented benefits.

Options B, C, and D describe broader organizational or marketing initiatives that are not the purpose of an HR audit.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Professional Practice CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRP Exam Preparation Guide - HR Audits and Risk Management

NEW QUESTION # 69

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