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HRCI Associate Professional in Human Resources - International Sample

Questions (Q12-Q17):

NEW QUESTION # 12

Which of the following parties is responsible for scheduling health and safety training in an organization?

- A. Independent auditor
- B. Safety consultant
- C. Regulatory body
- **D. Employer**

Answer: D

Explanation:

* **Employer Responsibility in Health and Safety Training:** Employers have a legal and ethical duty to ensure the health and safety of their employees. This includes scheduling, organizing, and funding health and safety training programs as part of their obligations under various workplace safety laws and regulations globally.

* **Global Legal Frameworks and Obligations:**

* **Occupational Safety and Health Administration (OSHA) - United States:** The employer is required to provide health and safety training under OSHA's General Duty Clause (Section 5(a) (1)). This mandates employers to furnish a workplace free from recognized hazards and to provide adequate training on safety procedures.

* **Health and Safety at Work Act (1974) - United Kingdom:** Employers must ensure that their employees receive training and supervision to perform their work safely (Section 2). This explicitly puts the responsibility for scheduling and managing training on employers.

* **International Labour Organization (ILO) Standards:** The ILO's Occupational Safety and Health Convention, 1981 (No. 155) emphasizes that employers are responsible for organizing ongoing training to ensure a safe working environment.

* **Role of Other Parties:**

* **B. Regulatory Body:** Regulatory bodies (e.g., OSHA, HSE) provide guidelines, compliance standards, and sometimes offer resources or inspections, but they do not schedule training for organizations. Their role is supervisory and advisory.

* **C. Safety Consultant:** Safety consultants may assist in designing or delivering training programs, but they act as external advisors. The responsibility for scheduling rests with the employer.

* **D. Independent Auditor:** Independent auditors evaluate compliance with safety standards and may recommend training. However, they are not involved in planning or scheduling training programs.

* **Best Practices for Employers:** Employers must:

* Conduct a needs analysis to identify specific training requirements based on industry risks.

* Develop a training calendar and ensure sessions are scheduled for all employees, including new hires and those requiring refresher training.

* Keep documentation of training provided to comply with legal requirements and audits.

NEW QUESTION # 13

An organization hires additional employees at a specific period of the year. This employment type is called:

- A. Agency
- B. On-call
- C. Part-time
- **D. seasonal**

Answer: D

Explanation:

Definition of Seasonal Employment:

* Seasonal employment refers to hiring additional workers during specific times of the year when the demand for labor increases temporarily. Examples include retail positions during the holiday season, agricultural workers during harvest, or resort staff during tourist peaks.

Why Seasonal is the Correct Answer:

* Seasonal employees fill temporary needs directly tied to specific periods and are not intended as long-term or permanent hires.

* These workers often work full- or part-time hours but are employed only for a limited duration.

Eliminating Incorrect Options:

* **A. On-call:** Refers to employees who work irregular hours and are available to work as needed, not tied to specific times of the year.

* **B. Agency:** Refers to employees hired through staffing agencies, often for temporary assignments, not specifically linked to a

season.

* C. Part-time: Involves reduced hours but is unrelated to seasonal demand.

International HR References:

* Fair Labor Standards Act (U.S.): Governs seasonal and temporary employment, setting wage and hour guidelines.

* ILO Convention on Employment Policy (C122): Addresses fair employment practices, including seasonal work.

NEW QUESTION # 14

An international corporation is facing multiple complaints involving conflicts between employees and managers. Describe the steps an HR manager should take to conduct a thorough and impartial investigation.

- A. Handle disputes without involving the affected parties.
- B. Use an ad-hoc approach for each complaint to save time.
- **C. Develop a standardized investigation protocol and train staff.**
- D. Conduct investigations without documenting findings.

Answer: C

Explanation:

Developing a standardized investigation protocol and training staff helps ensure that all investigations are conducted consistently and professionally, reducing the risk of bias and errors.

NEW QUESTION # 15

Fill in the blank: Consistent _____ is essential for the success of an employee recognition program

- **A. Communication.**
- B. Casual check-ins.
- C. Budget planning.
- D. Annual performance reviews.

Answer: A

Explanation:

Consistent communication is essential for the success of an employee recognition program. Regularly updating employees about the program, its criteria, and acknowledging achievements helps maintain engagement and transparency.

NEW QUESTION # 16

An organization's mission is the:

- A. Plan of action to achieve the goals of the organization
- B. Values of internal and external stakeholders
- **C. Fundamental purpose of the organization**
- D. Shared beliefs of the people in the organization

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

An organization's mission statement defines its fundamental purpose-why it exists and what it aims to achieve in the long term. It provides a clear direction for the organization's activities and aligns employees with its core objectives.

* Option A (Plan of action to achieve the goals of the organization): This describes a strategy or operational plan, not the mission.

* Option B (Fundamental purpose of the organization): Correct, as the mission articulates the organization's reason for being.

* Option C (Shared beliefs of the people in the organization): This refers to organizational culture, not the mission.

Reference: aPHRi knowledge domain - HR Operations: Understanding organizational mission, vision, and values.=====

NEW QUESTION # 17

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