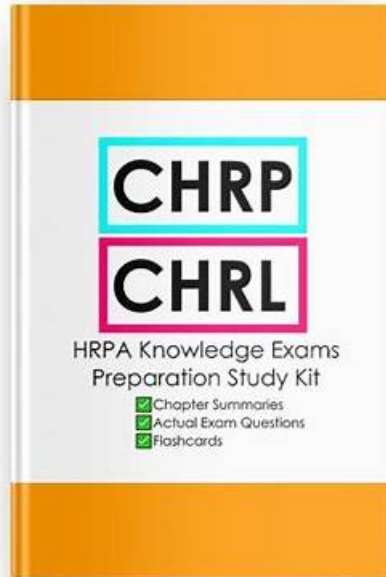


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HRPA CHRP-KE Exam Syllabus Topics:

Topic	Details

Topic 1	<ul style="list-style-type: none"> • Organizational Behavior: This section of the exam measures the skills of HR Consultants and focuses on understanding human behavior in organizational settings. It covers motivation, leadership, communication, and group dynamics to promote engagement, teamwork, and a positive work culture.
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"> • 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 4	<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 5	<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 6	<ul style="list-style-type: none"> • Finance & Accounting: This section of the exam measures the skills of HR Business Partners and focuses on understanding financial principles that impact HR decisions. It includes budgeting, financial statement analysis, cost-benefit assessments, and aligning HR initiatives with financial performance and business objectives.
Topic 7	<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.
Topic 8	<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 9	<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.

HRPA CHRP Knowledge Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

An HR manager for a small company needs to communicate a new dress code policy to all employees. To ensure that employees receive consistent messaging about this new policy, which of the following communication channels should the HR manager use?

- A. Upward
- B. Informal
- C. Downward
- D. Horizontal

Answer: C

Explanation:

According to the HRPA Human Resources Competency Framework (Functional Domain: Organizational Effectiveness), HR professionals must ensure that communication systems support organizational clarity, consistency, and compliance.

Downward communication refers to the formal flow of information from higher to lower organizational levels - typically from management or HR to employees - and is used for communicating policies, procedures, and directives.

Extract:

"Downward communication delivers organizational policies, procedures, and performance expectations from management to employees to ensure alignment and consistent understanding." (HRPA Competency Framework - Organizational Effectiveness, CHRP Level, Knowledge Area: Communication and Change Management) Explanation of Options:

A . Horizontal: Communication between peers or departments; not used for policy rollouts.

B . Informal: May lead to inconsistent or incomplete information.

C . Upward: Flow of feedback or information from employees to management.

D . Downward: The correct channel for consistent policy communication from HR to all employees.

Therefore, D. Downward is correct, as it ensures clarity, accountability, and consistency across the organization.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Organizational Effectiveness CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRPA Exam Preparation Guide - Communication Systems and Organizational Alignment

NEW QUESTION # 23

Which of the following workplace accommodations involves assigning light duties and increasing job demands slowly until the employee is performing the full requirements of the pre-injury job?

- A. Gradual work exposure
- B. Work trials
- C. Support and sheltered work
- D. Light-duty work

Answer: A

Explanation:

HRPA's health and safety/return-to-work guidance describes gradual work exposure (graded/gradual return to work) as a structured accommodation in which an injured or ill employee is provided temporary light or modified duties and progressively increased hours or demands until the worker can meet the full pre-injury job requirements.

Light-duty work (C) is typically static modified work without the planned, step-up progression to full duties.

Work trials (A) test suitability/ability, not necessarily a graduated build to full demands.

Support and sheltered work (D) refers to specially supported roles that may remain permanently modified.

Reference (HRPA Framework/Study Guide):

HRPA Professional Competency Framework - Health, Wellness, and Safe Workplace (accommodation and return-to-work planning).

HRPA Study Guide - Disability Management/Return-to-Work (modified duties and graduated return-to-work plans).

NEW QUESTION # 24

Which of the following employee teams would management form to immediately solve a major problem?

- A. Task force
- B. Process improvement team
- C. Project team
- D. Cross-functional team

Answer: A

Explanation:

The HRPA Study Guide (Organizational Effectiveness content) distinguishes common team structures:

Project teams deliver a defined output over a scheduled timeline.

Cross-functional teams combine diverse functions for ongoing coordination or projects.

Process improvement teams (e.g., quality circles/Kaizen) focus on continuous, incremental improvements.

Task forces are temporary, ad hoc teams formed to address urgent, high-priority problems requiring rapid diagnosis and resolution, disbanding once the issue is resolved.

Given the need to immediately solve a major problem, the appropriate structure is a task force.

Reference to HRPA frameworks and guidance documents or Study Guide (no external links):

HRPA Competency Framework - Learning and Development: needs assessment; evaluation of learning and transfer; aligning learning with organizational goals.

HRPA Study Guide - Training Needs Assessment (organizational, task, person analysis); Training Evaluation (behaviour/transfer and results); OHS Training Cycle (begin with needs analysis); Organizational Effectiveness (team types, including task forces).

NEW QUESTION # 25

In the context of a data-driven HR strategy, which of the following questions is most concerned with the foundational aspects of the data initiative?

- A. How will we report and present insights from data?
- B. Who will be responsible for analyzing the data?
- **C. What are the infrastructure implications?**
- D. What problems do we need to solve?

Answer: C

Explanation:

HRPA's analytics guidance distinguishes foundational considerations (data architecture, systems integration, data quality, governance, storage, privacy/security) from downstream activities (analysis, reporting, and roles). Asking "What are the infrastructure implications?" targets the foundational layer-platforms, integrations (HRIS, ATS, payroll), data pipelines, and controls that underpin any analytics initiative. Questions about reporting (A), problem framing (B), and analytical responsibility (C) are essential, but they sit above the technical foundation that enables reliable, scalable analytics.

Relevant HRPAs references (no external links): HRPAs Study Guide - HR Metrics, Analytics, and Technology: data governance and infrastructure; HRPAs Competency Framework - Reporting & Financial Management: establish data systems and controls for analytics.

NEW QUESTION # 26

Why is it important for the HR profession to have its own Code of Ethics and Rules of Professional Conduct?

- A. These documents provide a standard for managing conflicts of interest that HR professionals might encounter.
- B. These documents ensure a certain level of customer service to the internal clients of HR professionals.
- C. These documents provide a due diligence defense for HR professionals.
- **D. These documents provide a standard for HR professionals to follow regardless of employer standards.**

Answer: D

Explanation:

HRPA's Code of Ethics and Rules of Professional Conduct establishes profession-wide standards that govern members' conduct independent of any single employer's policies, ensuring consistent, accountable practice in the public interest. While the Code includes guidance on conflicts of interest, its primary purpose is setting a universal ethical baseline for the profession.

NEW QUESTION # 27

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