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HRPA CHRP-KE Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> Occupational Health & Safety

Topic 3	<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 4	<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 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"> • 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.

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HRPA CHRP Knowledge Exam Sample Questions (Q116-Q121):

NEW QUESTION # 116

Use of safety awareness programs, preventive maintenance, and the development of policies and training modules for unique situations such as confined space entry are examples of which form of risk control?

- A. Administrative
- B. Substitution
- C. Elimination
- D. Engineering

Answer: A

Explanation:

The HRP A Professional Competency Framework (Health, Wellness, and Safe Workplace) requires HR to apply the hierarchy of controls when managing Occupational Health & Safety risks. Administrative controls include policies and procedures, training and awareness programs, safe work practices, and preventive maintenance schedules—all aimed at reducing exposure by managing how work is performed.

Why not B, C, or D? Elimination and Substitution remove or replace the hazard, while Engineering controls isolate people from the hazard through physical design changes (e.g., guards, ventilation). The examples given (awareness programs, maintenance, policies, training) are classic administrative measures.

Reference (HRPA):

Professional Competency Framework - Health, Wellness, and Safe Workplace: apply the hierarchy of controls and implement administrative controls (procedures, training, maintenance).

HRPA Study Guide - Occupational Health & Safety: administrative controls include policies, training, safe-work procedures, and preventive maintenance.

NEW QUESTION # 117

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

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

Answer: A

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 # 118

At which step of the HR development planning process is an organization responsible for identifying, in collaboration with the employee, resources that are needed for the employee to reach their goals?

- **A. Action planning**
- B. Reality check
- C. Self-assessment
- D. Goal-setting

Answer: A

Explanation:

HRPA's Learning and Development process model sets out an integrated sequence: self-assessment → reality check → goal-setting → action planning. In action planning, the employee and organization specify the concrete steps, supports, and resources (e.g., courses, coaching, stretch assignments, time, budget) required to achieve agreed development goals, along with timelines and accountabilities.

Self-assessment identifies interests/strengths.

Reality check confirms organizational opportunities/constraints.

Goal-setting defines targets; it does not operationalize resources.

Reference (HRPA Framework/Study Guide):

HRPA Professional Competency Framework - Learning and Development (planning and evaluation of development activities).

HRPA Study Guide - Career Development Planning (four-step model and the purpose of action planning).

NEW QUESTION # 119

Which of the following positions are replacement charts prepared for?

- **A. An organization's most critical positions**
- B. All of an organization's positions
- C. An organization's entry-level positions
- D. An organization's part-time positions

Answer: A

Explanation:

Under the HRPA Human Resources Competency Framework (Functional Domain: Workforce Planning and Talent Management), replacement charts are a key succession planning tool used to identify and visualize the readiness of potential successors for key positions.

Replacement charts are typically prepared for critical or key positions where turnover would significantly disrupt business operations.

Extract:

"Replacement charts are developed for an organization's critical roles to identify potential successors, their readiness levels, and developmental needs to ensure leadership continuity." (HRPA Competency Framework - Workforce Planning and Talent Management, CHRP Level, Key Competency: Implement Succession Planning Strategies) A (Entry-level positions): These generally have larger applicant pools and require less succession planning.

C (All positions): Impractical and unnecessary for comprehensive replacement charting.

D (Part-time positions): Typically not included in formal succession planning efforts.

Therefore, B. An organization's most critical positions is the correct answer.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Workforce Planning and Talent Management CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRPA Exam Preparation Guide - Succession Planning and Talent Management

NEW QUESTION # 120

What type of program encourages employees who are visible minorities to seek guidance from a senior manager to help them achieve career success?

- A. Support group
- B. Apprenticeship
- C. Community of practice
- **D. Mentoring**

Answer: D

Explanation:

In the HRPA Human Resources Competency Framework (Functional Domain: Learning and Development), mentoring programs are structured relationships in which a senior or experienced employee provides guidance, advice, and support to a less experienced employee, often from an underrepresented group, to promote career development and inclusion.

Extract:

"Mentoring programs foster inclusion and career progression by connecting employees, particularly those from diverse backgrounds, with experienced leaders who provide guidance and advocacy." (HRPA Competency Framework - Learning and Development, CHRP Level, Key Competency: Implement Mentoring and Development Initiatives) Option Analysis:

A: Correct - mentoring supports visible minority employees' career growth.

B: Apprenticeship is technical training, not guidance-based.

C: Communities of practice involve knowledge sharing, not structured guidance.

D: Support groups provide emotional support but not structured development.

Therefore, A. Mentoring is correct.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Learning and Development
CHRP Knowledge Exam Blueprint - Mentoring and Career Development
HRPA Exam Preparation Guide - Diversity and Inclusion Initiatives

NEW QUESTION # 121

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