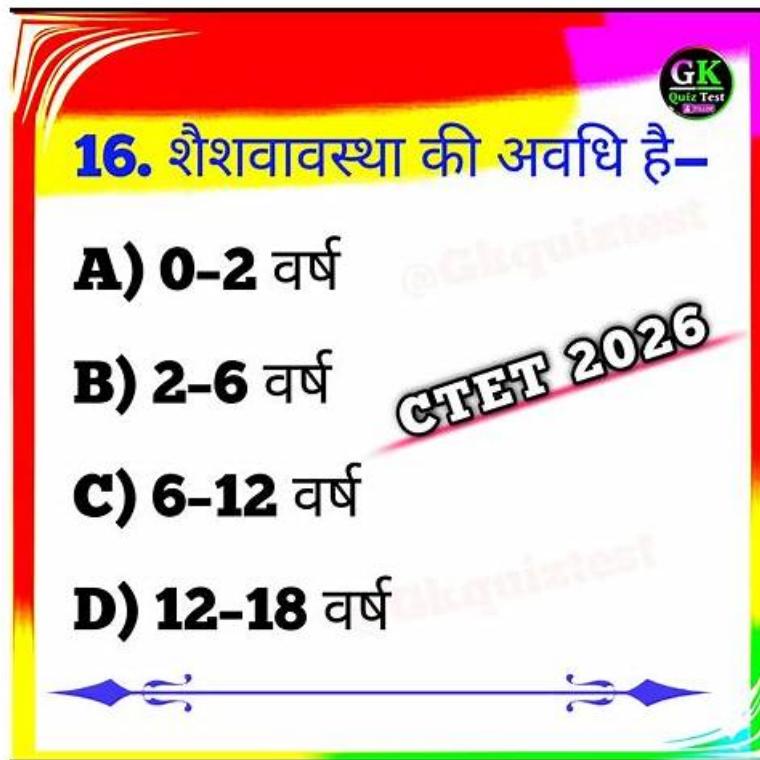


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## HRPA CHRP-KE Exam Syllabus Topics:

| Topic | Details |
|-------|---------|
|-------|---------|

|         |  |
|---------|--|
| Topic 1 | <ul style="list-style-type: none"> <li>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.</li> </ul>  |
| Topic 2 | <ul style="list-style-type: none"> <li>Labour Relations</li> <li>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.</li> </ul> |
| Topic 3 | <ul style="list-style-type: none"> <li>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.</li> </ul>                            |
| Topic 4 | <ul style="list-style-type: none"> <li>Training &amp; 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.</li> </ul>                            |
| Topic 5 | <ul style="list-style-type: none"> <li>Recruitment &amp; 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.</li> </ul>                                 |
| Topic 6 | <ul style="list-style-type: none"> <li>Finance &amp; 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.</li> </ul>                                      |

## HRPA CHRP Knowledge Exam Sample Questions (Q54-Q59):

### NEW QUESTION # 54

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

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

**Answer: C**

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 # 55

What is an organization most likely to do when its demand for labour exceeds its supply?

- A. Lay off employees
- B. Allow for attrition
- C. Implement a hiring freeze
- D. **Hire more employees**

**Answer: D**

Explanation:

HRPA's workforce planning model directs HR to compare forecast labour demand with forecast labour supply and choose strategies accordingly. When demand exceeds supply (a shortage), typical responses include external recruiting, overtime, internal development/advancement, and other acquisition tactics- i.e., hiring more employees. Hiring freezes, layoffs, and attrition are approaches for surpluses (supply exceeds demand).

Relevant HRPA references: HRPA Professional Competency Framework - Workforce Planning and Talent Management (gap analysis and response options for shortages vs. surpluses); HRPA Study Guide - Forecasting and Staffing Strategies.

### NEW QUESTION # 56

Which of the following best describes a critical outcome of an effective HR workplan during organizational change?

- A. Improved financial performance
- B. Decreased employee turnover
- C. Reduced workload for the HR department
- D. **Enhanced employee engagement**

**Answer: D**

Explanation:

The HRPA Professional Competency Framework places maintaining and strengthening employee engagement at the centre of HR's role in change. Within the Organizational Effectiveness / Change Management competencies, HR is expected to plan and execute people-focused activities (communication, involvement, feedback loops, leadership alignment, and support mechanisms) that sustain commitment and engagement during transitions. Engagement is treated as a leading indicator that predicts downstream outcomes such as retention and performance.

Why not A, C, or D? Reduced turnover and improved financial performance are important but are lagging outcomes influenced by multiple external factors; they are not the primary or most immediate people outcome of an HR change workplan. "Reduced workload for HR" is not an organizational change objective.

Reference (HRPA):

Professional Competency Framework - Organizational Effectiveness (Change Management): HR plans and implements strategies that sustain employee commitment and engagement during change.

HRPA Study Guide - Change Management: engagement as a leading measure and critical outcome of HR-led change activities.

### NEW QUESTION # 57

A health and safety training development process begins with which of the following activities?

- A. Selecting an evaluation design
- B. Choosing a training method
- C. Developing a training objective
- D. **Conducting a needs analysis**

**Answer: D**

Explanation:

In the Health, Wellness, and Safe Workplace domain, HRPA directs practitioners to begin any safety training initiative with a needs analysis to identify statutory requirements, hazard-specific risks, job/task demands, and participant characteristics. The HRPA Study Guide outlines the OHS training cycle as starting with analysis of requirements and risks (needs analysis), which then informs clear training objectives, appropriate methods, and evaluation design. Beginning with needs analysis ensures training content addresses actual hazards and compliance obligations (e.g., role-specific risks, controls, safe operating procedures) and supports due diligence under applicable OHS legislation.

Thus, conducting a needs analysis is the correct starting point; objectives (D), methods (A), and evaluation (B) follow from what the analysis uncovers.

### NEW QUESTION # 58

What should be included in a general safety orientation program?

- A. Health and safety audit procedures
- B. First aid procedures
- **C. Fire and emergency safety procedures**
- D. Preventive maintenance procedures

**Answer: C**

Explanation:

In the Health, Wellness, and Safe Workplace domain, HRPA guidance identifies that a general safety orientation for all workers must cover fundamental workplace safety information, including fire and emergency procedures, hazard reporting, rights and responsibilities, and key policies required for due diligence under occupational health and safety legislation. Orientation focuses on critical awareness and emergency response basics applicable to every employee.

While first aid, preventive maintenance, and audit procedures are important elements of the broader health and safety program, they are not core universal topics for general orientation for all employees in the way that fire and emergency procedures are.

Reference (HRPA Framework/Study Guide):

HRPA Professional Competency Framework - Health, Wellness, and Safe Workplace (program design, orientation content, due diligence).

HRPA Study Guide - Occupational Health and Safety (elements of general H&S orientation, emergency procedures).

### NEW QUESTION # 59

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