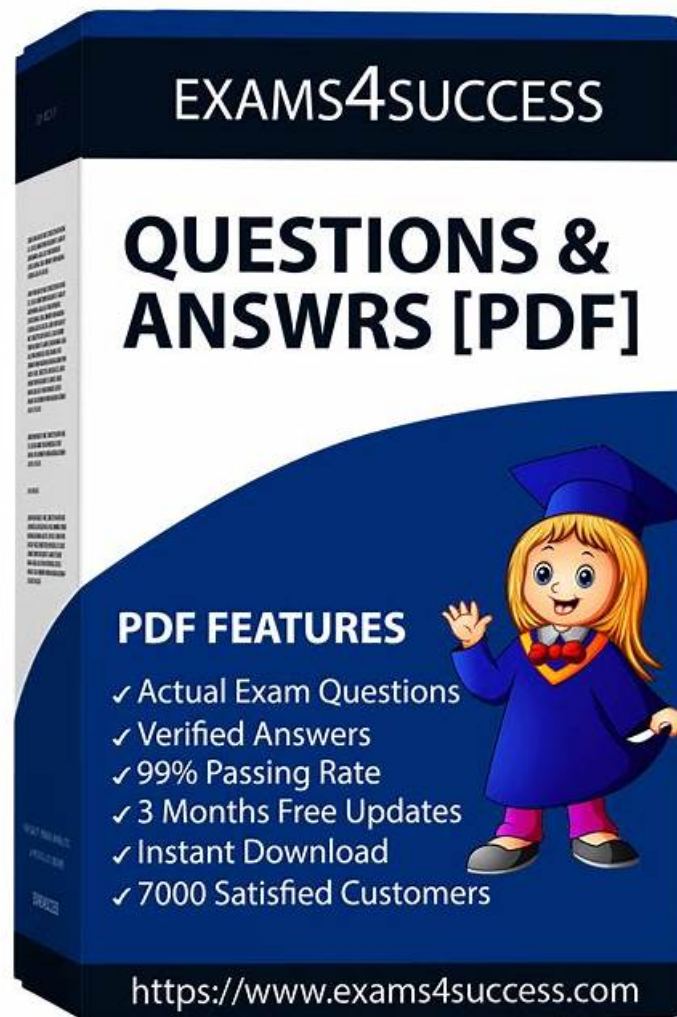


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HRPA CHRP-KE Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<ul style="list-style-type: none"> • Occupational Health & Safety

HRPA CHRP Knowledge Exam Sample Questions (Q72-Q77):

NEW QUESTION # 72

Which of the following employee rights is incorporated into an employer's interpretation of due process?

- A. Employee privacy rights
- **B. Right to appeal of discipline**
- C. Contractual rights
- D. Job expectancy rights

Answer: B

Explanation:

In the HRPA Human Resources Competency Framework (Functional Domain: Labour and Employee Relations), due process refers to the fair and consistent application of workplace policies and disciplinary actions.

A core component of due process is the employee's right to appeal disciplinary decisions, ensuring fairness, transparency, and the opportunity to present their case.

Extract:

"Due process in employee relations ensures that employees are informed of allegations, given an opportunity to respond, and provided access to an appeal mechanism in disciplinary procedures." (HRPA Competency Framework - Labour and Employee Relations, CHRP Level, Knowledge Area: Discipline and Grievance Procedures) Option Analysis:

A: Correct - the right to appeal is integral to due process.

B: Relates to privacy legislation, not due process.

C: Concerns job security expectations, not procedural fairness.

D: Refers to legal employment terms, not disciplinary procedure.

Thus, A. Right to appeal of discipline correctly represents due process in HR practice.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Labour and Employee Relations CHRP Knowledge Exam Blueprint - Employee Rights and Discipline HRPA Exam Preparation Guide - Due Process and Fair Treatment in Employee Relations

NEW QUESTION # 73

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

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

Answer: C

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 # 74

How should an HR professional respond to an employee who wants to understand why their prescription benefit claim has been denied?

- A. Follow up with the pharmacist on behalf of the employee
- B. Notify the employee's manager and request their intervention
- **C. Provide the employee with the benefit plan administrator's contact information**
- D. Discuss with the employee their experience obtaining coverage for other prescriptions

Answer: C

Explanation:

The HRPAs Human Resources Competency Framework (Functional Domain: Total Rewards) outlines that HR professionals are responsible for administering employee benefit programs and ensuring compliance with privacy and governance standards.

When employees inquire about claim decisions, the HR role is to direct them to the benefit plan administrator-the party authorized to explain claim determinations. HR must not discuss medical or personal details, as doing so could breach confidentiality or privacy regulations.

Extract:

"HR professionals provide accurate information about benefit administration processes and refer employees to the appropriate service providers for confidential claim resolution." (HRPAs Competency Framework - Total Rewards, CHRP Level, Key Competency: Administer Employee Benefit Programs) Therefore, B. Provide the employee with the benefit plan administrator's contact information is correct.

Verified Reference Summary:

HRPAs Human Resources Competency Framework - Functional Domain: Total Rewards CHRP Knowledge Exam Blueprint - Compensation and Benefits HRPAs Exam Preparation Guide - Benefits Administration and Privacy

NEW QUESTION # 75

Which of the following training delivery methods is most effective when the training involves high-risk hazards?

- **A. Simulation**
- B. Job instruction
- C. Discussion
- D. Lecture

Answer: A

Explanation:

HRPA's Learning & Development and Health & Safety guidance emphasize that when skills involve high-risk tasks or hazardous conditions, simulation is preferred because it replicates critical elements of the job in a controlled environment, allowing practice without exposing learners to real danger. Job instruction/on-the-job training may be unsafe for high-risk scenarios, while lecture and discussion are low-fidelity methods that build knowledge but do not provide safe, practical skill rehearsal for hazardous tasks.

Relevant HRPAs references (no external links):

HRPA Study Guide - Training Methods: experiential methods and simulations for safety-critical skills; matching method to risk and learning objectives.

HRPA Competency Framework - Learning & Development and Health, Wellness & Safe Workplace: selecting delivery methods that ensure competence and safety in high-risk work.

NEW QUESTION # 76

Which factor is generally the most difficult to justify when making an HR Information System investment decision?

- A. Balancing the investment's benefit-cost analysis
- B. Detaching the investment cost from previous project cost issues
- **C. Showing improvement in the organization's effectiveness**
- D. Demonstrating ways to manage operational and legal risks

Answer: C

Explanation:

In the HRPAs Human Resources Competency Framework (Functional Domain: Reporting and Financial Management), HR professionals are expected to assess, justify, and manage investments in HR technology systems (HRIS).

While cost-benefit analysis and risk management are quantifiable, demonstrating improvement in overall organizational effectiveness is the most difficult justification, because it involves indirect and long-term impacts (e.g., employee satisfaction, process efficiency, and decision-making quality).

Extract:

"The greatest challenge in HR technology investment decisions lies in quantifying the strategic and organizational effectiveness gains resulting from system implementation." (HRPA Competency Framework - Reporting and Financial Management, CHRP Level, Key Competency: Evaluate and Implement HR Information Systems) Therefore, D. Showing improvement in the organization's effectiveness is correct, as it is complex to measure and justify financially compared to direct cost or risk-related factors.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Reporting and Financial Management CHRP Knowledge Exam Blueprint - HR Technology and Systems HRPAs Exam Preparation Guide - HRIS Cost-Benefit and Value Assessment

NEW QUESTION # 77

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