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HRPA CHRP-KE Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none">Occupational Health & Safety
Topic 3	<ul style="list-style-type: none">Labour RelationsIndustrial 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 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"> 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 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"> 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.

HRPA CHRP Knowledge Exam Sample Questions (Q106-Q111):

NEW QUESTION # 106

From an organizational performance perspective, what is the most important reason for HR professionals to acknowledge and understand employees' emotions?

- A. Emotions influence employees' attitudes and behaviours.
- B. Understanding emotions helps HR professionals relate to employees.
- C. Emotions affect employees' well-being
- D. Feeling understood increases employees' compliance.

Answer: A

Explanation:

In HRPA's Organizational Effectiveness and Workforce Planning and Talent Management domains, HR must diagnose and influence the drivers of performance, engagement, and retention. The framework emphasizes that employees' emotions shape attitudes (e.g., commitment, satisfaction, trust) and, in turn, behaviours (e.g., performance, collaboration, citizenship, absenteeism, turnover intentions). Recognizing and addressing emotions, therefore, is essential because it directly affects workplace behaviour and organizational results.

While relating to employees (A) and supporting well-being (B) are important, and feeling understood may encourage cooperation (D), the primary performance-linked reason is that emotions drive the attitudes and behaviours that determine organizational outcomes.

Relevant HRPA references: Professional Competency Framework - Organizational Effectiveness (apply behavioural science to influence engagement and performance); Study Guide - Organizational Behaviour (link between affect, attitudes, and work behaviours).

NEW QUESTION # 107

Which of the following is an example of downward communication?

- A. Open-door policy
- B. Intranet
- C. Employee surveys
- D. Suggestion system

Answer: B

Explanation:

The HRPA Human Resources Competency Framework (Functional Domain: Organizational Effectiveness) identifies communication systems as essential for organizational coordination and culture.

Downward communication refers to information flowing from management to employees, often to provide instructions, policies, or updates.

Intranet serves as a downward communication channel, used by management to share policies, announcements, and procedures. Employee surveys, open-door policies, and suggestion systems represent upward communication, where employees provide feedback to management.

Extract:

"Downward communication transmits organizational goals, policies, and procedures from management to employees through structured channels such as newsletters, intranets, and memos." (HRPA Competency Framework - Organizational Effectiveness, CHRP Level, Knowledge Area: Communication and Change Management) Thus, B. Intranet correctly represents downward communication.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Organizational Effectiveness CHRP Knowledge Exam Blueprint - Communication and Organizational Design HRPA Exam Preparation Guide - Communication Systems and Structures

NEW QUESTION # 108

When developing an employee value proposition, which of the following should an organization focus on communicating?

- A. Empowerment
- B. Employee engagement
- C. Flexibility
- D. Employee experience

Answer: D

Explanation:

In the HRPA Human Resources Competency Framework (Functional Domain: Strategy), an Employee Value Proposition (EVP) is defined as the unique set of offerings, associations, and values that an employer provides in return for the skills, capabilities, and experiences employees bring.

The EVP communicates the total employee experience - encompassing culture, leadership, rewards, career opportunities, and work environment.

Extract:

"An employee value proposition articulates the complete employee experience - what employees can expect from the organization in exchange for their contribution, supporting attraction and retention strategies." (HRPA Competency Framework - Strategy, CHRP Level, Key Competency: Develop and Communicate the Employer Brand and EVP) A (Flexibility) and B (Empowerment): These are components of an EVP but not its overall focus.

C (Employee engagement): Represents an outcome of a strong EVP, not its content.

D (Employee experience): Encompasses all aspects of what the EVP communicates - thus the correct answer.

Therefore, D. Employee experience best represents the focus of an organization's employee value proposition.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Strategy CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRPA Exam Preparation Guide - Employer Branding and EVP Development HRPA Professional Competency Descriptions - CHRP Level, Strategy Domain

NEW QUESTION # 109

Which of the following activities is part of the training administration of a training program?

- A. Tracking trainee registration
- B. Selecting a training facility
- C. Confirming seating arrangements
- D. Scheduling the training program

Answer: A

Explanation:

Under the HRPA Human Resources Competency Framework (Functional Domain: Learning and Development) and the CHRP Knowledge Exam Blueprint, training administration refers to the logistical and recordkeeping activities that support the coordination, tracking, and evaluation of training programs.

Training administration includes responsibilities such as:

Managing participant registration and attendance records

Coordinating training schedules and materials
Monitoring completion rates and training outcomes

Extract:

"HR professionals coordinate and administer training logistics, including registration tracking, scheduling, and reporting to ensure efficient program delivery." (HRPA Competency Framework - Learning and Development, CHRP Level, Key Competency: Administer Learning and Development Programs) Among the options:

A (Confirming seating arrangements) and D (Selecting a training facility) relate to training logistics or delivery setup.

B (Scheduling the training program) is part of program coordination.

C (Tracking trainee registration) is the core administrative activity, as it maintains training records and participant data - a fundamental component of training administration.

Therefore, C. Tracking trainee registration is the correct answer.

Verified Reference Summary:

HRPA Human Resources Competency Framework - Functional Domain: Learning and Development CHRP Knowledge Exam Blueprint (HRPA, Ontario) HRPA Exam Preparation Guide - Training and Development Administration

NEW QUESTION # 110

An organization hires 100 sales employees, with an employee requirement ratio of 20 (i.e., \$20,000 per employee). The organization predicts that the total dollar value of sales will not change this year. If the organization wants to increase its employee requirement ratio to 25 (i.e., \$25,000 per employee), how many sales employees should be laid off?

- A. 0
- B. 1
- **C. 2**
- D. 3

Answer: C

Explanation:

HR planning uses productivity or "employee requirement" ratios (e.g., revenue per employee) to set staffing levels aligned with output targets. With sales held constant, the required headcount is calculated as:

Total sales ÷ Target dollars per employee.

Current total sales = 100 employees × \$20,000 = \$2,000,000.

Required employees at \$25,000 per employee = \$2,000,000 ÷ \$25,000 = 80.

Layoffs needed = 100 – 80 = 20.

This application reflects HRPA guidance on quantitative staffing techniques and ratio analysis to right-size headcount while maintaining output.

Reference (HRPA): Professional Competency Framework-Workforce Planning and Talent Management (use of forecasting techniques and ratio analysis); HRPA Study Guide-quantitative workforce planning (productivity ratios and headcount calculations).

NEW QUESTION # 111

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