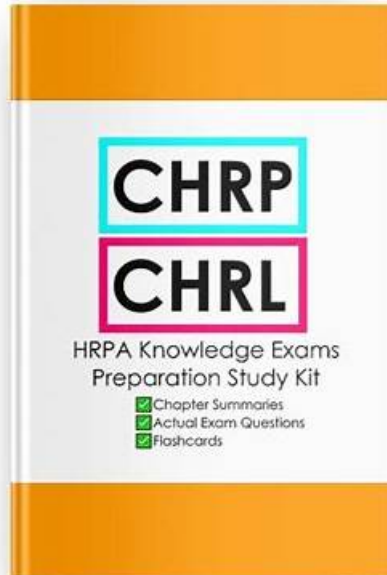


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## HRP CHRP-KE Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>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.</li></ul>

Topic 4	<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>
Topic 5	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety</li> </ul>
Topic 6	<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>

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## HRPA CHRP Knowledge Exam Sample Questions (Q172-Q177):

### NEW QUESTION # 172

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

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

**Answer: C**

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 # 173

Which of the following is an essential part of an effective plan to implement an HR Information System?

- A. Detailed communications made fully available through online updates.
- B. Flexibility to expand the project scope to meet changing business needs.
- C. Rigorous and thorough cost-benefit analysis.
- **D. Clearly defined project scope with measurable goals**

**Answer: D**

Explanation:

In HRPAs HR Technology and Analytics content, effective HRIS implementation is treated as a project management exercise that starts with a clearly defined scope, success criteria, and measurable goals (timelines, deliverables, data requirements, roles). Clear scope prevents scope creep, anchors stakeholder alignment, and guides configuration, testing, and change management.

Cost-benefit analysis (B) is important in the business case phase, but the core implementation plan depends first on scope and measurable goals.

Communications (A) are a key change-management activity, driven by the project scope and goals.

Expanding scope (C) undermines control and is discouraged; change requests should be governed, not encouraged.

Relevant HRPAs references (no external links):

HRPA Study Guide - HR Metrics/Technology: HRIS project planning (scope, milestones, success measures).

HRPA Competency Framework - Reporting & Financial Management: managing HR technology projects with defined outcomes.

#### NEW QUESTION # 174

Which of the following is an example of formal learning?

- A. Asking co-workers for help with an ongoing daily task
- B. Searching for expert knowledge on the Internet
- **C. Structured on-the-job programs**
- D. Ad hoc problem-solving

**Answer: C**

Explanation:

The HRPAs Learning and Development taxonomy distinguishes formal learning (planned objectives, structured content, defined roles, and assessment) from informal learning (spontaneous, self-directed, social). Structured on-the-job programs (e.g., planned rotations, apprenticeships, or SOP-based training with coaching and evaluation) meet formal criteria. Ad hoc problem-solving, internet searching, and casual peer assistance (A, B, D) are informal.

Reference (HRPA): Professional Competency Framework-Learning and Development (design and delivery of formal learning, on-the-job training structures); HRPAs Study Guide-formal vs. informal learning definitions and examples.

#### NEW QUESTION # 175

Which of the following is an example of downward communication?

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

**Answer: C**

Explanation:

The HRPAs 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

Verified Reference Summary:

### NEW QUESTION # 176

- A. Scanning
- **B. Monitoring**
- C. Forecasting
- D. Assessing

Explanation:

### NEW QUESTION # 177

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