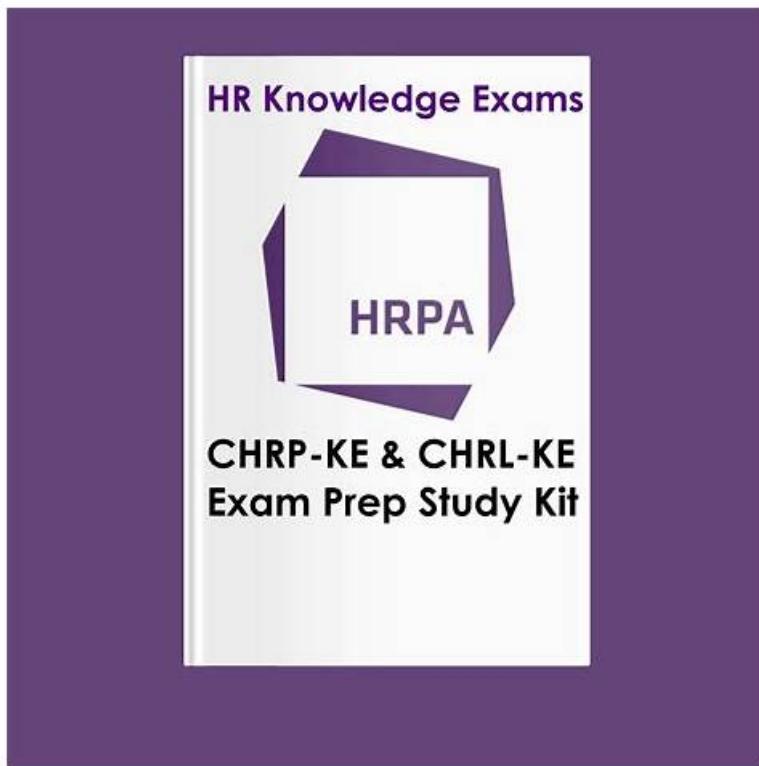


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## HRPA CHRP-KE Exam Syllabus Topics:

| Topic   | Details   |
|---------|---|
| Topic 1 | <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 2 | <ul style="list-style-type: none"><li>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.</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>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 5 | <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> |
|---------|---|

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### HRPA CHRP Knowledge Exam Sample Questions (Q17-Q22):

#### NEW QUESTION # 17

Which of the following is true about action learning?

- A. Reflection replaces feedback.
- B. It suits small organizations better than multinationals
- **C. It is cost effective.**
- D. It may increase employee attrition.

#### Answer: C

Explanation:

HRPA's Learning and Development materials describe action learning as a development method where small groups work on real organizational problems, apply solutions, and reflect on results. Because learning occurs on the job while simultaneously solving business issues, it is regularly cited as cost-effective relative to classroom programs that remove employees from work. Reflection and feedback are both integral-reflection does not replace feedback; they complement each other to deepen learning and transfer. Action learning scales to large, multi-site organizations as well as small ones and is not associated with increasing attrition.

Relevant HRPA references (no external links): HRPA Study Guide - Learning Methods: Action Learning; HRPA Competency Framework - Learning & Development: select cost-effective, business-aligned learning methods.

#### NEW QUESTION # 18

Which stage of the grievance process promotes proactive communication between the manager and the employee to resolve a complaint?

- A. Formal stage
- **B. Informal stage**
- C. Mediation stage
- D. Third-party assistance stage

#### Answer: B

Explanation:

The HRPA Labour and Employee Relations competencies require HR to design and administer fair and effective dispute-resolution processes, emphasizing early, direct problem solving. In the grievance continuum, the informal stage is intended to resolve issues promptly through open dialogue between the employee and the supervisor before formal written steps or third-party processes are triggered. This stage promotes proactive communication, preserves relationships, and reduces escalation. Mediation or third-party involvement and formal written stages occur later if informal resolution is unsuccessful.

### NEW QUESTION # 19

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

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

**Answer: B**

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 HRPA 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 # 20

Which of the following types of digital technology can help incorporate more engagement in employee training?

- A. Data analytics
- B. **Gaming**
- C. Cloud computing
- D. Social media

**Answer: B**

Explanation:

The HRPA Competency Framework highlights leveraging learning technologies to enhance participation, practice, and feedback. Game-based learning/gamification increases engagement by adding interactive challenges, immediate feedback, and reinforcement mechanics that promote retention and application - all identified in HRPA's learning design guidance as methods that improve learner motivation and engagement.

Cloud computing (A) and data analytics (B) enable delivery and evaluation infrastructures; social media (D) can support collaboration. However, gaming most directly and reliably increases engagement within the training experience itself.

Relevant HRPA references: Professional Competency Framework - Learning & Development (apply digital learning strategies to improve engagement, practice, and transfer).

### NEW QUESTION # 21

Why is it important for the HR profession to have its own Code of Ethics and Rules of Professional Conduct?

- A. These documents provide a standard for managing conflicts of interest that HR professionals might encounter.
- B. **These documents provide a standard for HR professionals to follow regardless of employer standards.**
- C. These documents provide a due diligence defense for HR professionals.
- D. These documents ensure a certain level of customer service to the internal clients of HR professionals.

**Answer: B**

Explanation:

HRPA's Code of Ethics and Rules of Professional Conduct establishes profession-wide standards that govern members' conduct independent of any single employer's policies, ensuring consistent, accountable practice in the public interest. While the Code includes guidance on conflicts of interest, its primary purpose is setting a universal ethical baseline for the profession.

### NEW QUESTION # 22

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