



## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

### EXEMPTIONS POLICY AND GUIDELINES FOR CERTIFIED HUMAN RESOURCE PROFESSIONALS' COURSE

**1<sup>st</sup> Edition, Effective ..... 2022**

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## **FOREWORD**

The emerging global trends for a competency-based economy have put a premium on human resource training and development throughout the world. As the Human Resource profession evolves, there are important issues that must be addressed so as to enhance the value and nature of the relationship between people, skills and the world of work. An efficient and effective Human Resource is the aspiration of any modern state. Notably it enables a country to achieve, with relative ease, the socio-economic progress that is the hallmark of a democratic society.

The revision of CHRP Syllabus 2016 resulted to change in the structure, format and content of various papers. The review necessitated the review of the exemptions policy guidelines.

HRMPEB envisages that this policy will have a positive impact on the CHRP training system in Kenya as it provides nationally agreed principles that have the potential to ensure opportunities for an individual to progress within qualifications as well as unlocking bottlenecks to progression.

The policy stipulates the broad aims and strategies that need to be carefully implemented in order to manage issues regarding admissions, teaching and graduating students based on exemption. With the involvement of key stakeholders, the Board expects to meet the requirements of this policy with success, without compromising the quality of the profession.

CS Sharon J Kisire,

Board Chairperson

## **PREFACE**

The development and commitment of human capital towards the goals and aspirations of the employer are dependent on how the human resource are developed and managed. This policy is the HRMPEBs commitment towards promoting an environment of structured and systematic training and assessment to enable alignment of skills and competencies to the expectations of the world of work.

Section 16 of the Human Resource Management Professionals (HRMP) Act No. 52 of 2012, mandates the Human Resource Management Professionals Examinations Board (HRMPEB) to Certify Human Resource Professionals (CHRP) in Kenya. Its functions include preparing syllabuses for CHRP examinations; making rules with respect to the examinations; issuing certificates to candidates who have satisfied examination requirements; and promoting recognition of its examinations locally and internationally. Thus this policy provides procedures, regulations and requirements to guide students joining the CHRP training from other institution. The purpose of this policy is to guide the designing and implementing of exemptions in CHRP training and examinations. HRMPEB wishes to urge students and HR practitioners from recognized institutions wishing to be granted exemptions to become acquainted with the exemption policy before they attempt to apply. The exemption policy is based on wide consultations in addition to an assessment of past practices, challenges and emerging priorities and the anticipated impacts on the delivery of quality training to such groups that qualify for exemption.

It is believed that the policy on exemptions will provide clarity and a clear progression pathway to enable entry, re-entry and exit of students to HR professional training.

Dr. Douglas A Ogolla, PhD  
Chief Executive Officer

## APPROVAL AND COMMENCEMENT

The policy shall be referred to as '*Exemptions Policy and Guidelines for Human Resource Professionals' Course*'; and shall take effect upon approval by Board.

This policy has been approved for implementation by the Chief Executive Officer and the Board.

CS Sharon J. Kisire

Dr. Douglas A. Ogolla, PhD

Board Chairperson

Chief Executive Officer

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ABBREVIATIONS AND ACCRONYMS**

<b>CHRP</b>	Certified Human Resource Professionals
<b>HR</b>	Human Resource
<b>HRM</b>	Human Resource Management
<b>HRMP</b>	Human Resource Management Professionals
<b>HRMPEB</b>	Human Resource Management Professionals Examinations Board
<b>KNQA</b>	Kenya National Qualification Authority
<b>KNQF</b>	Kenya National Qualification Framework
<b>QAI</b>	Qualifications Awarding Institutions
<b>RPL</b>	Recognition of Prior Learning
<b>TVETA</b>	Training and Vocational Training Authority

## DEFINITION OF TERMS

<b>Articulation</b>	The process of facilitating the progress and mobility of learners within and across different levels of qualifications and to the world of work.
<b>Assessment</b>	This is the process used to identify, gather and interpret information and evidence against the required competencies in a qualification, part-qualification, or professional designation in order to make a judgment about a learner's achievement.
<b>Comparability</b>	The degree of similarity between two qualifications in terms of purpose, level, credits and learning outcomes in order to determine the extent of exemptions within or between institutions, levels and qualifications.
<b>Exemption:</b>	Refers to the study programme that has been waived, determined during the admission process into a new programme
<b>Prior learning</b>	Refers to knowledge, skills or competencies acquired formally, informally or non-formal in earlier study and work or through experience.
<b>Recognition of Prior Learning (RPL),</b>	is the process that is employed to identify, assess and certify a candidate's knowledge, competencies and skills regardless of when, where and how they were acquired against prescribed standards or learning outcomes.
<b>Qualifications Awarding Institution (QAI)</b>	this is an institution accredited in accordance with section 5 of KNQF Act to award national qualifications.

## **PART ONE**

### **1.0 HRMPEB MANDATE, VISION, MISSION AND STATEMENT**

The mandate of HRMPEB is to develop and prescribe human resource curricula, manage professional examinations and certify qualified candidates.

#### **1.1 Vision Statement**

Ethical people-centric human resource professionals

#### **1.2 Mission Statement**

To develop and review curriculum, examine and certify Human Resource professionals.

#### **1.3 Functions of HRMPEB**

The HRMP Act No. 52 of 2012 of the Laws of Kenya outlines the mandates of the Examinations Board as follows:

- (i) Prescribe and regulate syllabuses of instruction for human resource management professionals' examinations;
- (ii) Prepare and conduct examinations for persons seeking registration under the Act;
- (iii) Make rules with respect to examinations;
- (iv) Prescribe the fees and other charges payable with respect to such examinations;
- (v) Issue professional qualifying certificates and other awards to candidates who have satisfied examination requirements;
- (vi) Investigate and determine cases involving indiscipline by students registered with the Examination Board;



- (vii) Promote recognition of its examinations locally and internationally;
- (viii) Remit a proportion of not less than thirty percent of the fees collected under paragraph (d) to the Institute to support continuing human resource professional development; and
- (ix) Do anything incidental or conducive to the performance of any of the preceding functions.

#### 1.4 Core Values

The Board is guided by the following core values:

- (i) **Professionalism:** demonstrate a high level of knowledge, skills and standards as we provide services to our stakeholders.
- (ii) **Innovativeness:** work to find creative and sustainable solutions in a dynamic environment.
- (iii) **Ethical:** maintain the highest ethical standards in our operations while upholding impartiality, fairness, and confidentiality.
- (iv) **Customer Focus:** are customer-centric and are driven by our stakeholder needs in our operations.
- (v) **Excellence:** strive to provide our clients with the best, most efficient service in a timely manner.

## **PART TWO**

### **EXEMPTIONS AWARD POLICY**

#### **1.0 INTRODUCTION**

Established under Section 16 of the Human Resource Management Professionals (HRMP) Act No. 52 of 2012, the Human Resource Management Professionals Examinations Board (HRMPEB) is mandated to Certify Human Resource Professionals in Kenya. Its functions include preparing syllabuses for Human Resource (HR) examinations; making rules with respect to the examinations; issuing certificates to candidates who have satisfied examination requirements; and promoting recognition of its examinations locally and internationally.

The exemptions award policy is aimed at recognizing past academic, professional or other relevant examinations recognised by HRMPEB with the aim of enabling students complete their studies within a shorter duration of time. The policy will serve as the basis for exemption for all students who qualify for exemption. Notably, this will reduce the total amount of units that one will need to complete in order to graduate from HRMPEB training programs. Learning outcomes, volume of learning and units of competence covered are the common denominators for exemptions.

The policy aims to guide and direct the planning and administration of activities relating to exemptions, including; students' admission, fees structures, implementation of the curriculum, monitoring and evaluation of the students and processing of the transcripts. The emphasis on exemption is based on the Board's recognition of a number of students who seek admission after obtaining certificates at various levels, from different recognised institutions and how these are likely to impact on students' grades.

## **1.2 POLICY STATEMENT**

- 1.2.1 This policy document shall be subjected to public participation.
- 1.2.2 The overall goal of this policy is to widen access to quality human resource professional training and examinations to persons who wish to enhance their competencies, skills and knowledge or enhance their HR professional path without compromising the quality of the HR profession.
- 1.2.3 Exemptions may be granted to applicants or students who prove and demonstrate that they have acquired prior knowledge, skills and competencies or have already met or acquired the appropriate standard of the intended learning outcomes.
- 1.2.4 Application for exemptions shall be undertaken before commencement of the intended training program.
- 1.2.5 Exemptions shall not provide credit towards the intended learning program.

## **1.3 POLICY OBJECTIVES**

- 1.3.1 This policy aims at minimizing wastage of resources in terms of time and money among students who already possess other related qualifications.
- 1.3.2 The exemptions policy is designed to help HRMPEB to monitor, record and reward passage through certificate, diploma courses and CHRP and to facilitate pathways between qualification's levels and course programs.
- 1.3.3 Facilitating the development of credible, efficient and transparent processes of exemption within and between qualifications.
- 1.3.4 Providing for development and implementation of exemptions, as an integral component of qualification design within the HRMPEB.
- 1.3.5 Benefiting individuals seeking to progress between qualifications or part-qualifications and between these qualifications and the world of work.

- 1.3.6 In developing the policy, HRMPEB aims at facilitating access to, mobility and progression within training and career paths thus accelerating the redress of past unfair discrimination in training and employment opportunities.

#### **1.4 SCOPE OF THE POLICY**

The exemption policy shall apply to applicants seeking to enrol into training programmes leading to certification of CHRP (K) or the award of Diploma in Human Resource Management.

The policy will guide all activities and procedures that constitute application for and award of exemptions;

This policy shall be applicable to;

1. The Board of HRMPEB
2. All HRMPEB Secretariat staff,
3. Accredited institutions
4. HRMPEB students and Candidates
5. Sponsors and all stakeholders.

#### **1.5 LEGAL FRAMEWORK**

This policy is anchored on the following legal frameworks:

- 1.5.1 Sustainable Development Goal No. 4 on ensuring inclusive and equitable quality education and promote lifelong learning opportunities for all;
- 1.5.2 HRMP Act No 52 of 2012;
- 1.5.3 Constitution of Kenya, 2010.
- 1.5.4 International Labour Organization (ILO) recommendations (No 195) on the importance of recognizing skills, prior learning and previous experiences irrespective of the countries where they are acquired;
- 1.5.5 KNQF National RPL Policy 2020 which provides for the national framework for recognizing Prior Learning competencies including skills, knowledge,

attitudes and values;

- 1.5.6** Technical and Vocational, Education and Training Authority (TVETA) PLAR Standards
- 1.5.7** Sessional Paper No. 1 of 2019: on Realizing Quality, Relevant and Inclusive Education and Training for Sustainable Development;
- 1.5.8** Sustainable Development Goal No. 4 on ensuring inclusive and equitable quality education and promote lifelong learning opportunities for all.

## **1.6 ADHERANCE TO NATIONAL VALUES AND PRINCIPLES**

The exemptions Policy will be guided by the National Values and Principles of Governance as stipulated in Article 10 of the Constitution of Kenya as follows;

### **1.6.1 Confidentiality**

All information regarding exemptions of an individual will be treated with confidentiality. HRMPEB shall have the responsibility to maintain and respect confidentiality.

### **1.6.2 Non-Discrimination**

All applicants for exemptions shall access all services without discrimination.

### **1.6.3. Inclusivity and Participation**

This principle acknowledges the role of participation of key stakeholders and consultation in promoting exemption process.

### **1.6.4 Collaboration**

The HRMPEB will coordinate and seek partnerships and collaboration with all actors offering exemption services as it may deem necessary.

- 1.6.5 Exemptions** shall be transparent, fair, reliable and valid. They must be publicly available and drawn to the attention of potential students prior to enrolment.

## **1.7 POLICY IMPLEMENTATION**

- 1.7.1** The purpose of the exemptions policy is to provide for the implementation of exemptions within the context of the HRMP Act no. 52 of 2012.

1.7.2 The policy focuses on recognizing past studies in related fields and the qualifications acquired. The aim is to promote lifelong learning for improved employability, mobility and self-esteem.

1.7.3 HRMPEB shall provide oversight over the implementation of the policy to ensure effective co-ordination, supervision, assessment, and certification.

## **1.8 POLICY IMPLEMENTATION ACTIVITIES**

### **Guidelines**

- 1.8.1 Establishment of organizational structures and relevant committees;
- 1.8.2 Development of requisite guidelines and procedure manuals;
- 1.8.1 Sensitization and awareness creation;
- 1.8.2 Dissemination of the policy, guidelines and procedures to stakeholders;
- 1.8.3 Recruitment, training and capacity building of all players.
- 1.8.4 Development of automation where necessary to enhance efficiency;
- 1.8.5 Development and implementation of the requisite work plans, budgets and
- 1.8.6 procurement plans;
- 1.8.7 Development of exemption schedules, guidelines and procedures;
- 1.8.8 Dissemination of the policy guidelines and schedules to the stakeholders;
- 1.8.9 Exemptions' piloting;
- 1.8.10 Roll out plan;
- 1.8.11 Development of quality assurance standards; and
- 1.8.12 Monitoring, evaluation and reporting.
- 1.8.13 Any other activity incidental to the implementation of the policy.

## **1.9 POLICY REVIEW**

- 1.9.1 This policy shall be reviewed after five (5) years or as need arises following predetermined guidelines.
- 1.9.2 Mid term/ minor review shall be done after a period of 2½ years should a need arise.

## 1.10 APPEALS

1.10.1 Where a request for exemption is turned down, an applicant or student shall have the right to appeal against the decision within 14 working days after communication.

1.10.2 Application for exemptions shall be allowed only once within the first month of admission.

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## **PART TWO**

### **2.0 PROGRAMME, APPLICATION PROCEDURES AND GUIDELINES**

Programme entry requirements are as follows:

#### **2.1 Certified Human Resource Professional (CHRP)**

##### **2.1.1 Entry Requirements**

An individual seeking to pursue this course should meet any of the following minimum requirements:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C+ and above or;
- b) A Diploma in Human Resource management from a recognized examining body or;
- c) A bachelor's degree from a recognized University or;
- d) Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).

#### **2.2 Diploma Curricula**

Programme entry requirements are as follows:

##### **2.2.1 Entry Requirements**

An individual seeking to pursue this course should meet any of the following minimum requirements:

- a. Kenya Certificate of Secondary Education (KCSE) mean grade C Minus (C-) and above or;
- b. KCE Division III, KACE 1 Principal and 1 subsidiary or;
- c. A certificate in Human Resource Management from a recognized institution or;
- d. Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF) 5.



## **2.3 Certificate Curricula**

Programme entry requirements are as follows:

### **2.3.1 Entry Requirements**

An individual seeking to pursue this course should meet any of the following minimum requirements:

- a. Kenya Certificate of Secondary Education (KCSE) mean grade D and above or;
- b. Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).

## **3.0 VALIDITY OF QUALIFICATIONS FOR EXEMPTION AWARD**

**The Guidelines are as follows:**

- 3.1 HRMPEB shall only recognise curriculum examined and awarded by Qualifications Awarding Institutions(QAIs).
- 3.2 The programme leading to the award of the qualification must be accredited by the relevant accrediting authority or agency.
- 3.3 The qualification must be duly registered by the relevant regulator.
- 3.4 An applicant must have met the minimum entry requirements for that qualification.
- 3.5 HRMPEB is not able to confirm eligibility for exemptions until an applicant has fully registered as a HRMPEB student
- 3.6 The volume of learning must meet the minimum credit hours as required by the regulator.
- 3.7 The volume of learning must meet the minimum credit hours as required in the HRMPEB curricula.
- 3.8 Applications for exemptions must be accompanied by certified copies of transcripts/certificates that specify grades for each unit undertaken.
- 3.9 An applicant shall take personal responsibility and shall sign a declaration that documents presented and statements made are correct and authentic to the best of their knowledge.

- 3.10 HRMPEB shall not be held accountable for authenticity of documents and statements made by an applicant.
- 3.11 HRMPEB reserves the right to contact the awarding institution to verify students' qualifications.
- 3.12 An applicant should not send in original documents as HRMPEB cannot guarantee their safe return.

#### **4.0 APPLICATION PROCEDURE**

##### **Guidelines**

##### **An applicant shall:**

- 4.1 Apply for exemptions award during application for student registration with HRMPEB or within a period of one month from the date of registration approval.
- 4.2 Fill an Application Form obtained from HRMPEB Office or official website.
- 4.3 Be required to attach a duly filled Exemptions Application Form.
- 4.4 Attach verified/certified copies of certificates and official transcripts of their prior academic/professional records.
- 4.5 Attach certified copies of National Identity Card (ID) and/or a valid passport for Kenyan citizen.
- 4.6 Foreign applicants shall be required to attach verified / certified copies of a valid passport, work permit/visa and letter of provisional admission/intent to study in Kenya.
- 4.7 Submit the Application Form and relevant documents to HRMPEB office or through approved means such as electronic email or on-line application.

## **5.0 Guidelines**

### **Third parties:**

5.1 Third parties such as training institutions may submit the Application Form and relevant documents to HRMPEB using any of the means mentioned above on behalf of an applicant, the Form and the documents must bear the institution's official stamp.

5.2 Should a training institution submit the Application Form and relevant documents to HRMPEB using any of the means mentioned above on behalf of an applicant, the applicant must consent by signing all the documents.

## **6.0 Procedure**

**The following procedure shall be observed.**

6.1 Upon application, the first decision in granting request for exemptions shall be taken by HRMPEB Examinations Administration Department.

6.2 The application shall be passed on to the Exemptions Award Committee for further review.

6.3 The Examinations Committee shall make further review before an applicant receives feedback.

6.4 The final decision on awarding an exemption to a specific applicant / student lies with the HRMPEB Board.

6.5 Feedback on the status of exemptions applications shall be given within 7 working days following an application. This is in accordance with the Service Charter.

6.6 An applicant may appeal on the decision on granted exemptions within a period of 14 working days from the date of communication.

6.7 The management shall manage appeal for exemptions while the Board shall review such appeals.

6.8 The Board shall offer oversight and ratification of exemptions.

6.9 Appeals shall be accepted once.

6.10 An applicant shall pay an exemption fee as determined by HRMPEB from time to time.

6.11 The exemptions fee may be refunded should a student make a request within one month from the date of payment.

## **7.0 STANDARDS**

- a. The standards apply to CHRP and Diploma in Human Resource Management.
- b. HRMPEB certificate programme shall not attract exemptions award.

### **Guidelines**

7.1 Exemptions are a concession and are only awarded at the discretion of HRMPEB; there is no automatic entitlement to exemptions.

7.2 HRMPEB shall award exemptions on paper by paper basis.

7.3 Application for exemptions shall be submitted to the Examinations Board in writing supported with certified copies of professional and /or academic certificates and /or transcripts.

7.4 Certificates and transcripts must be certified by Qualifications Awarding Institution and a commissioner of oaths.

7.5 An applicant must have achieved a mark of at least 40% and passed each module listed to qualify for the exemption. A candidate who has failed in a paper will not be eligible for the exemption.

7.6 Exemptions awarded by HRMPEB shall be no more than 49% of the total number of course units in CHRP and Diploma in Human Resource Management. This rule is applicable in accordance with the requirements outlined by Kenya National Qualifications Authority(KNQA).

7.7 Holders of degrees, diplomas and professional course qualifications recognised by HRMPEB may apply for exemption(s) from an examination in specific units of competency.

- 7.8 Continuing student's undertaking degrees, diplomas and professional course qualifications recognised by HRMPEB may apply for exemption(s) in specific units of competency. The students shall be required to present an official transcript at the end of the course. Students with provisional transcripts shall not qualify for the award of CHRP certificate.
- 7.9 HRMPEB shall partner with QAI,s from time to time to confirm the authenticity of academic, or professional certificate(s).
- 7.10 The Examinations Board shall undertake a background check should there be doubts about the authenticity of the certificates/transcripts submitted. By an applicant.
- 7.11 The applicant must have been examined and passed in the unit of competency that they seek to be exempted from;
- 7.12 Exemptions shall only be awarded on the basis of qualifications which contain content relevant to the intended HRMPEB qualifications;
- 7.13 The course unit must have been graded in accordance with the requirements of the qualifications award institution or as stipulated by the regulating authority.
- 7.14 A credit transfer which was initially awarded by a Qualifications Awarding Institution, shall not be subsequently considered in the award of exemptions by HRMPEB.
- 7.15 An exemption awarded in a unit of competency will be forfeited if one subsequently enters to sit for the unit of competency.
- 7.16 HRMPEB does not award exemptions for exemptions; if an applicant have been awarded a credit for prior learning/exemptions, HRMPEB requires copies of the educational documents relating to previous qualification(s).
- 7.17 HRMPEB shall not accept application for exemption(s) from a student who has been examined and failed in a unit of competency. Such an applicant can not reclaim an exemption that he/she had not accepted during application.

**7.18** HRMPEB will not award an exemption where a student has previously failed that exam, unless a further qualification was undertaken after a student failed in such an exam.

**7.19** Where a qualification has been assessed under a previous HRMPEB syllabus, the qualification will not be re-assessed under the current syllabus.

## **6.0 Basic and Core competencies**

- a) A student with relevant professional/academic qualifications may apply for Exemptions in examinations from any of the units of competency in CHRP I (Section 1 and 2).
- b) Exemptions in CHRP Part II (Section 3 and 4) shall be limited to not more than three units of competency.
- c) CHRP Part III (Section 5 and 6) represent core competencies of human resource management. No applicant shall be exempted from any of the units of competency in this part.

## **7.0 Post graduate degrees and Programmes**

- d) Holders of post graduate degrees/programmes in Human Resource Management shall be exempted from CHRP Part I (Section 1 and 2). Such programmes must be recognised and equated by The Kenya National Qualifications Authority(KNQA).

## **8.0 Units with more than one subject specialisation**

**1.6.5.1** An applicant shall show proof of more than one subject specialization for eligibility for the award of exemptions in the following units of competency;

- a) Performance Management and Productivity;
- b) Coaching, Mentoring and Counselling;
- c) Employee Relations and Labour Laws;
- d) Compensation and Reward Management; and
- e) Accounting and Financial Management.

**1.6.5.2** An applicant must demonstrate to have covered the distinct papers

sufficiently for eligibility for the award of exemptions in the following units of competency;

- a) Performance Management and Productivity;
- b) Coaching, Mentoring and Counselling;
- c) Employee Relations and Labour Laws;
- d) Compensation and Reward Management; and
- e) Accounting and Financial Management.

1.6.5.3 An applicant must demonstrate to have sufficiently covered the distinct units of competency for eligibility for the award of exemptions in Accounting and Financial Management Skills.

1.6.5.4 An applicant shall qualify to be exempted to a maximum of two units of competency in Diploma in Human Resource Management.

## **7.0 Foreign Qualifications**

Graduates with qualifications awarded by foreign qualifications awarding institutions will be required to obtain a written confirmation on recognition from Kenya National Qualifications Authority.

## **8.0 Options**

Application for exemptions is optional. HRMPEB shall not award exemptions in a subject(s) that an applicant qualifies for the award but did not submit an application to be exempted from.

## **9.0 Transcript**

All papers awarded exemptions will appear on the HRMPEB transcript and indicated with the notation 'Exempt'.

## **10.0 Accountability**

An applicant shall be held responsible and accountable for authenticity of certificates, transcripts and all information submitted to the Examinations Board.

## **11.0 Language**

Where documents were not issued in English, then certified translations of all documents

will be required along with copies of the original language documents.

Any documents which have been translated into English are required to be certified as an 'accurate translation of the original language documents' by a certified translator who must demonstrate mastery of in both languages.

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### **PART THREE**

#### **HRMPEB PROGRAMMES CAREER PATHWAY**



## **Certificate Curriculum Career Pathway through academic qualifications and professional certificates**

### **3.1 Entry Requirements**

An individual seeking to pursue this course should meet any of the following minimum requirements:

- 1.6.6 Kenya Certificate of Secondary Education (KCSE) mean grade D and above  
**Or**  
1.6.7 Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).

### **3.2 Details**

<b>Certificate in Human Resource Management</b>	<b>Units of Competency</b>
<b>Basic Units of Competency</b>  1. Business Communication 2. Records Management 3. Fundamentals of Information and Communications Technology 4. Elements of Business Law 5. Introduction to Office Administration and Management 6. Introduction to Quantitative Techniques	<b>Exemptions Details</b>  No Exemption No Exemption No Exemption No Exemption No Exemption No Exemption
<b>Core Units of Competency</b>  1. Elements and Practice of Human Resource Management 2. Occupational Safety and Health 3. Industrial Attachment	<b>Exemptions Details</b>  No Exemption No Exemption No Exemption

## **4.0 Diploma Curriculum Career Pathway through academic qualifications and professional certificates**

### **4.2 Entry Requirements**

An individual seeking to pursue this course should meet any of the following minimum requirements:

Kenya Certificate of Secondary Education (KCSE) mean grade C Minus (C-) and above

Or KCE Division III, KACE 1 Principal and 1 subsidiary

Or A certificate in Human Resource Management from a recognized institution

Or Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF) 5.

#### 4.3 Transition guidelines

<b>Diploma in Human Resource Management</b>	<b>Papers exempted from Diploma through certificate programme</b>
<b>Basic Units of Competency</b> <ol style="list-style-type: none"> <li>1) Business Communication Skills</li> <li>2) Principles of Labour Economics</li> <li>3) Accounting and Financial Management Skills</li> <li>4) Research Methods &amp; Techniques</li> <li>5) Principles of Organizational Theory and Behaviour</li> </ol>	<b>Exemptions Details</b> <p>Exempted through Business Communication paper</p> <p>Not Equated, No Exemption</p> <p>Not Equated, No Exemption</p> <p>Not Equated, No Exemption</p> <p>Not Equated, No Exemption</p>
<b>Core Units of Competency</b> <ol style="list-style-type: none"> <li>1) Human Resource Management</li> <li>2) Occupational Health and Safety Practices</li> <li>3) Human Resource Information Systems</li> <li>4) Human Resource Counselling</li> <li>5) Employee Resourcing</li> <li>6) Performance Management</li> <li>7) Compensation and Reward Management</li> <li>8) Training and Development</li> <li>9) Employee Relations and Labour Laws</li> <li>10) Research Project</li> <li>11) Industrial Attachment</li> </ol>	<b>Exemptions Details</b> <p>No Exemption</p> <p>Exempted through Occupational Safety and Health paper</p> <p>Exempted through Fundamentals of Information and Communications Technology paper</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p> <p>No Exemption</p>

## 5.0 CHRP Curriculum Career Pathway through academic qualifications and professional certificates

### 5.1 Entry Requirements

An individual seeking to pursue this course should meet any of the following minimum requirements:

- 1) Kenya Certificate of Secondary Education (KCSE) mean grade C+ and above
- 2) A Diploma in Human Resource management from a recognized examining body
- 3) A Bachelors degree from a recognized University
- 4) Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).

### 5.2 Details

<b>CERTIFIED HUMAN RESOURCE PROFESSIONALS (CHRP)</b>	<b>Papers exempted from CHRP through Diploma programme</b>
<b>CHRP PART I</b>  <b>Section 1</b> <ol style="list-style-type: none"> <li>1. Human Resource Management</li> <li>2. Business Law</li> <li>3. Accounting and Financial Management</li> </ol>	<b>CHRP PART I</b>  <b>Section 1</b> Exemption through Human Resource Management paper Not Equated, No Exemption Not Equated, No Exemption
<b>Section 2</b> <ol style="list-style-type: none"> <li>1) Organizational Theory and Behaviour</li> <li>2) Employee Resourcing</li> <li>3) Human Resource Management Information Systems</li> </ol>	<b>Section 2</b> Exemption through Principles of Organizational Theory and Behaviour paper Exemption through Employee Resourcing paper Exemption through Human Resource Information Systems paper
<b>CHRP Part II</b>  <b>Section 3</b> <ol style="list-style-type: none"> <li>1) Compensation &amp; Reward Management</li> <li>2) Employee Relations and Labour Laws</li> <li>3) Human Resource Development</li> </ol>	<b>CHRP Part II</b>  <b>Section 3</b> Exemption through Compensation and Reward Management

	Exemption through Employee Relations and Labour Laws Exemption through Training and Development paper
<b>Section 4</b> <ol style="list-style-type: none"> <li>1. Performance Management and Productivity</li> <li>2. Coaching, Mentoring and Counselling</li> <li>3. Research Methods for Human Resource Practitioners</li> </ol>	<b>Section 4</b> No Exemption No Exemption Exemption through Research Methods & Techniques
<b>CHRP Part III</b>  <b>Section 5</b> <ol style="list-style-type: none"> <li>1. Organizational Development and Transformation</li> <li>2. Strategic Management for Human Resource Practitioners.</li> <li>3. Human Resource Accounting, Metrics and Analytics</li> </ol>	<b>CHRP Part III</b>  <b>Section 5</b> No Exemption No Exemption No Exemption
<b>Section 6</b> <ol style="list-style-type: none"> <li>1. Human Resource Consultancy and Advisory</li> <li>2. Human Resource Audit</li> <li>3. Strategic Leadership, Ethics &amp; Governance-</li> <li>4. Industry-Based Project</li> </ol>	<b>Section 6</b> No Exemption No Exemption No Exemption No Exemption

## 10.0 RESPONSIBILITIES OF THE BOARD

HRMPEB shall ensure that exemptions are an integral part of policies on HR training and examinations by:

- 10.1 Defining the exemption scope;
- 10.2 Integrating exemptions in Legal and Regulatory frameworks for CHRP, diploma and certificate training programmes including admissions' policy;
- 10.3 Integration of national regulations on exemptions with regional and global trends.

## **11.0 INSTITUTIONAL FRAMEWORK FOR EXEMPTIONS**

HRMPEB shall promote collaboration with stakeholders and Institutions carrying out exemptions and build their capacity to promote the quality of exemption processes through: -

- 11.1** Defining the role of exemption actors;
- 11.2** Assessing the capacity of the internal exemption actors;
- 11.3** Building and strengthening the capacity of institutional exemption actors;
- 11.4** Setting up exclusive exemption unit within HRMPEB;
- 11.5** Establishing Registration and Exemptions Award Committee to co-ordinate exemption activities.
- 11.6** Sign Memorandum of Understanding and other contractual agreements on exemptions with accredited qualifications awarding institutions.

## **12.0 EXEMPTION TOOLS AND DOCUMENTS**

- 12.1** HRMPEB shall develop and review from time to time appropriate tools and schedules to facilitate exemptions at various levels.
- 12.2** This shall include assessment tools, exemption criteria and exemption application forms.
- 12.3** Assessment of prior learning(RPL) shall be guided by the RPL Policy.

## **13.0 MONITORING, EVALUATION AND REPORTING**

- a. The responsibility of monitoring, evaluation and reporting of the implementation progress of this policy is vested in the Board.
- b. HRMPEB shall have the overall authority in all matters concerning and affecting exemptions.
- c. HRMPEB shall therefore, develop and implement a monitoring, evaluation and reporting strategy.

## **14.0 COMMUNICATION OF THE POLICY.**

Policy on award of certificates shall be communicated to all staff of HRMPEB, students and stakeholders.

## **15.0 POLICY CONTROL**

Date of Commencement of the Policy:

Date of next policy review:

**Annexe**

## HRMPEB Curricula

<b>CRAFT HUMAN RESOURCE MANAGEMENT</b>	<b>DIPLOMA IN HUMAN RESOURCE MANAGEMENT</b>	<b>CERTIFIED HUMAN RESOURCE PROFESSIONALS (CHRP)</b>
<b>Basic Units of Competency</b> <ol style="list-style-type: none"> <li>1) Business Communication</li> <li>2) Records Management</li> <li>3) Fundamentals of Information and Communications Technology</li> <li>4) Elements of Business Law</li> <li>5) Introduction to Office Administration and Management</li> <li>6) Introduction to Quantitative Techniques</li> </ol> <b>Core Units of Competency</b> <ol style="list-style-type: none"> <li>1) Elements and Practice of Human Resource Management</li> <li>2) Occupational Safety and Health</li> <li>3) Industrial Attachment</li> </ol>	<b>Basic Units of Competency</b> <ol style="list-style-type: none"> <li>1) Business Communication Skills</li> <li>2) Principles of Labour Economics</li> <li>3) Accounting and Financial Management Skills</li> <li>4) Research Methods &amp; Techniques</li> <li>5) Principles of Organizational Theory and Behaviour</li> </ol> <b>Core Units of Competency</b> <ol style="list-style-type: none"> <li>1) Human Resource Management</li> <li>2) Occupational Health and Safety Practices</li> <li>3) Human Resource Information Systems</li> <li>4) Human Resource Counselling</li> <li>5) Employee Resourcing</li> <li>6) Performance Management</li> <li>7) Compensation and Reward Management</li> </ol>	<b>CHRP PART I</b> <b>Section 1</b> <ol style="list-style-type: none"> <li>1) Human Resource Management</li> <li>2) Business Law</li> <li>3) Accounting and Financial Management</li> </ol> <b>Section 2</b> <ol style="list-style-type: none"> <li>4) Organizational Theory and Behaviour</li> <li>5) Employee Resourcing</li> <li>6) Human Resource Management Information Systems</li> </ol> <b>CHRP Part II</b> <b>Section 3</b> <ol style="list-style-type: none"> <li>4) Compensation &amp; Reward Management</li> <li>5) Employee Relations and Labour Laws</li> <li>6) Human Resource Development</li> </ol> <b>Section 4</b> <ol style="list-style-type: none"> <li>1. Performance Management and Productivity</li> <li>2. Coaching, Mentoring and Counselling</li> <li>3. Research Methods for Human Resource Practitioners</li> </ol> <b>CHRP Part III</b> <b>Section 5</b> <ol style="list-style-type: none"> <li>1. Organizational Development and Transformation</li> </ol>

	1) Training and Development 2) Employee Relations and Labour Laws 3) Research Project 4) Industrial Attachment	2. Strategic Management for Human Resource Practitioners. 3. Human Resource Accounting, Metrics and Analytics <b>Section 6</b> 4. Human Resource Consultancy and Advisory 5. Human Resource Audit 6. Strategic Leadership, Ethics & Governance- 7. Industry-based Project
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HRMPEB/EX/FM/02

### APPLICATION FOR EXEMPTION FORM

**Note:** Applicants should complete the form in capital letters.

<b>I. PERSONAL DATA</b>			
Name:(As it appears on your ID/Passport)			
Post Office Box No:	Code:	County:	
City/Town:			
Mobile number:		Nationality:	
E-mail:	Date of Birth:	Gender:	
		✓ Year Female	
<b>II. EXEMPTION</b>			
a) I am applying for exemption from the following paper(s)			
Level	Paper Code	Title of Paper	







**Human Resource Management Professionals  
Examinations Board**  
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Upperhill  
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[Email.info@hrmpeb.or.ke](mailto:Email.info@hrmpeb.or.ke) | Website: [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)

### III. DECLARATION BY APPLICANT

I declare that the statements made herein are correct and all the supporting documents are authentic to the best of my knowledge. I agree to abide by Human Resource Management Professionals Examinations Board Examination Rules and Regulations, as they currently exist and as they may hereafter be reviewed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The Examinations Rules and Regulations for HRMPEB students are available on the HRMPEB website

### For Official Use Only

#### Recommendation:

Approved/Not Approved \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPENDIX 1: FORM HRMPEB/EX/FM/02

#### APPROVAL FOR EXEMPTIONS

Course Name.....

Name of applicant.....

The Board hereby approves the exemption/s of the following subject/s:

- a. ....
- b. ....
- c. ....

The hereby denies exemption/s for the following subjects for the reasons

- a. ....

b. ....  
Indicated there on:

Comments:

**SIGNED**

..... <b>Chairperson</b> Human Resource Management Professional Examinations Board.	..... <b>CEO</b> Human Resource Management Professional Examinations Board
Date:	Date: