

HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

**DRAFT PRIVATE CANDIDATES POLICY**

**FIRST EDITION, 2023**

Human Resource Management Professionals Examinations Board (HRMPEB), Mwalimu

Towers – 1st Floor, Hill Lane - Off Mara Road, Upper-Hill.

P.O. Box 23733-00100 Nairobi, Kenya,

Tel. +254 20 2404455

Mobile: +2547990160

Web: www.hrmpeb.or.ke

# DEFINITION OF TERMS

**Accredited tuition provider**: A training establishment inspected, and authorized by HRMPEB to provide tuition services to Candidates Undertaking HRMPEB’s Qualifications.

**Examinations Centre**: An establishment/premises at which the HRMPEB examinations are administered

**Examination Mode**: A testing method approved by the HRMPEB board, through which a candidate can access, write and submit their examination.

**Private Candidate**: A bona fide HRMPEB Candidate who is not attached to any HRMPEB accredited tuition institution but studies on his/her own

**Curriculum support resources:** Structured Syllabi Reference materials developed, and provided by HRMPEB to aid preparation for examinations. Tools such as; Online Library References, Examinations Revision Kits and OERs.

**Blended Candidates:** Candidates who undertake some units as private candidates and others as tuition centre-based candidates.

# LIST OF ABBREVIATIONS

**HRMPEB**: Human Resource Management Professionals Examinations Board

**CHRP**: Certified Human Resource Management Professional

**RCHRP**: Revised Certified Human Resource Management Professional (in relation to revised Curriculum)

**RPL**- Recognition of prior Learning

**OERs** – Open Education Resources

**MER** -Monitoring, Evaluation and Reporting

Contents

[DEFINITION OF TERMS iii](#_Toc136283979)

[LIST OF ABBREVIATIONS iv](#_Toc136283980)

[PART ONE: INTRODUCTION 1](#_Toc136283981)

[1.1 HRMPEB MANDATE, VISION, MISSION AND CORE VALUES 1](#_Toc136283982)

[1.2 FUNCTIONS OF HRMPEB 2](#_Toc136283983)

[1.3.POLICY STATEMENT 2](#_Toc136283984)

[1.4. POLICY OBJECTIVES 2](#_Toc136283985)

[1.5 SCOPE 3](#_Toc136283986)

[1.6 GUIDING PRINCIPLES 3](#_Toc136283987)

[1.7 LEGAL FRAMEWORK 3](#_Toc136283988)

[1.8 POLICY IMPLEMENTATION 3](#_Toc136283989)

[1.9 MONITORING, EVALUATION AND REPORTING (MER) 4](#_Toc136283990)

[1.10 POLICY REVIEW 4](#_Toc136283991)

[PART TWO: REGISTRATION AND EXAMINATIONS PROCESSES 5](#_Toc136283992)

[2.1 REGISTRATION AS PRIVATE CANDIDATES 5](#_Toc136283993)

[2.2 REGISTRATION PERIOD: 5](#_Toc136283994)

[2.2.1 June Examinations Series 5](#_Toc136283995)

[2.2.2 November Examinations Series 5](#_Toc136283996)

[2.6: CHARGEABLE EXAMINATION FEES 6](#_Toc136283997)

[2.7. EXEMPTIONS. 6](#_Toc136283998)

[2.8. POST REGISTRATION PROCESSES 6](#_Toc136283999)

[2.9. MODES OF EXAMINATION BOOKING 6](#_Toc136284000)

[2.10 FORMS OF ASSESSMENT 6](#_Toc136284001)

[2.10.3 Industry Based Research Project (IBRP) 7](#_Toc136284002)

[2.11. DISCIPLINE OF CANDIDATES 7](#_Toc136284003)

[PART THREE: CURRICULUM SUPPORT AND QUALITY ASSURANCE 8](#_Toc136284004)

[3.1 CURRICULUM SUPPORT 8](#_Toc136284005)

[3.2. 8](#_Toc136284006)

[3.3 PERSONS LIVING WITH DISABILITIES (PLWDS) 8](#_Toc136284007)

[3.4 QUALITY ASSURANCE 8](#_Toc136284008)

[ANNEX: PRIVATE CANDIDATURE ANNEX 11 10](#_Toc136284009)

[HRMPEB PRIVATE CANDIDATURE FLOW CHART 10](#_Toc136284010)

# PART ONE: INTRODUCTION

Human Resource Professional Examination Board, established under Section 16 of the Human Resource Management Professionals (HRMP) Act No. 52 of 2012, the Human Resource Management Professionals Examination Board (HRMPEB) is mandated to certify HR professionals in Kenya. Its functions include preparing syllabuses for 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.

This policy document aims to support the Board build a workable private candidature framework, and at the same time offer Candidates who wish to achieve HRMPEB’s Qualifications, an option to independently study on their own, meet syllabi requirements, and be examined and certified as CHRP’s conveniently and affordably.

## 1.1 HRMPEB MANDATE, VISION, MISSION AND CORE VALUES

MANDATE

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

VISION

Ethical People-Centric Human Resource Professionals.

MISSION

To develop competency in Human Resource practice through curriculum development, conducting professional examinations and certification for a productive workforce and organizational efficiency. Functions of HRMPEB**.**

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 HRMPEB’s operations while upholding impartiality, fairness, and confidentiality.

(iv) Customer Focus: At HRMPEB, we are customer-centric and are driven by our stakeholder needs in our operations.

(v)Excellence: At HRMPEB we strive to provide our clients with the best, most efficient service in a timely manner.

## 1.2 FUNCTIONS OF HRMPEB

The HRMP Act No. 52 of 2012 of the Laws of Kenya, outlines the functions 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

(viii) Do anything incidental or conducive to the performance of any of the preceding functions.

## 1.3.POLICY STATEMENT

The core business of HRMPEB is curriculum development, Examinations and certification of qualified Human Resource Professionals. Towards this end, this Policy aims at institutionalizing the private study registration and examination option as an alternative path to acquiring the CHRP certification.

## 1.4. POLICY OBJECTIVES

The objectives of this policy are;

1. To provide guidelines and requirements for registration of private candidates at HRMPEB;
2. To guide and support private candidates on achievement of the HRMPEB’s syllabi coverage expectations;
3. To guide and orient private candidates on HRMPEB’s curriculum support provisions (resources and services).
4. Enhance responsiveness to emerging industry trends
5. Enhance accessibility to HRMPEB examinations locally and globally
6. Provide global presence of HRMPEB examinations.

## 1.5 SCOPE

1. This policy applies to the HRMPEB Board, Secretariat, Private candidates, blended candidates and other Stakeholders
2. The Policy shall guide all aspects of private candidature, including registration, examination, and certification.
3. This policy is only applicable to Certified Human Resource Professional (CHRP) and not CBET diploma or certificate.

## 1.6 GUIDING PRINCIPLES

The implementation of this policy shall be guided by the following principles:

1. Adoption of global best practice in the service of private candidates.
2. Adoption of emerging Global Professional Examinations Trends
3. Quality Assurance for all services.
4. Equal treatment will be accorded to Private candidates as institutional based candidates
5. Integrity, ethical principles and values shall be observed by HRMPEB and its private candidates
6. Clear instructions, guidelines and communication to private candidates will be provided in a timely manner.

## 1.7 LEGAL FRAMEWORK

The Private Candidature Policy is guided by and anchored in the following laws, guidelines, policies and manuals;

1. Constitution of Kenya
2. Human Resource Management Professionals Act No. 52 of 2012 iii. Leadership and Integrity Act, 2012 iv.
3. Anti-Corruption and Economic Crimes Act No. 3, 2003
4. Public Officers Ethics Act, 2003
5. Access to Information Act No. 31 of 2016
6. Data Protection Act No. 24 Of 2019
7. Kenya Information and Communications Act No. 2 Of 1998
8. Computer Misuse and Cybercrimes Act No. 5 of 2018
9. HRMPEB Examinations Policy and Registration Manual.
10. Online Examinations Policy
11. The ministry of Education sessional paper No.1 of 2019
12. HRMPEB Examination Invigilation Manual
13. HRMPEB Service Charter
14. HRMPEB Strategic Plan
15. Education Act 2013.

## 1.8 POLICY IMPLEMENTATION

The Board shall provide oversight over the implementation of the policyto ensure its effectiveness.

The implementation activities shall include:

* 1. Development of requisite guidelines and procedure manuals;
  2. Dissemination of the policy, guidelines and procedures to all stakeholders; iii. Development, dissemination and continual improvement of curriculum support resources (such as: Structured Syllabi Reference Modules, Online
  3. Library References, Examinations Revision Kits and OERs);
  4. Development of automation where necessary to enhance efficiency; v. Any other activity incidental to the implementation of the policy.

## 1.9 MONITORING, EVALUATION AND REPORTING (MER)

The responsibility of monitoring, evaluation and reporting of the implementation progress of this Policy is vested in the Board. The Board shall have the overall authority in all matters concerning and affecting private candidates, and shall, therefore, develop and implement an MER strategy. This will include and not limited

i)Ensuring that the goals and objectives of this policy are achieved

ii) Providing the necessary resources required for implementation

iii) Tracking the immediate policy outcomes

iv) Receive an annual analysis of the policy impact from the Management

v) Review the policy as per feedback received

## 1.10 POLICY REVIEW

This policy shall be reviewed after FIVE (5) years or as need arises following predetermined guidelines. However, minor reviews may be done earlier if need be.

# PART TWO: REGISTRATION AND EXAMINATIONS PROCESSES

## 2.1 REGISTRATION AS PRIVATE CANDIDATES

i. Private candidates’ registration shall be processed in accordance with, and in compliance to the HRMPEB’s Examinations policy.

ii. Candidates registering as private candidates shall be expected to explicitly indicate that by ticking the private candidature box in the registration form/portal, andagreeingtothe termsandconditionsof private candidature.

iii. HRMPEB shall carry out due diligence to authenticate validity of academic and professional certification information provided by private registrants in strict compliance with the provisions of the Examinations policy and within the data protection laws’ regulations.

iv. A private candidate shall be considered registered upon approval by HRMPEB and upon validation of their documentation and full payment of requisite fees as charged by HRMPEB.

## 2.2 REGISTRATION PERIOD:

There will be two examinations series, one in June and the other in November/December

### 2.2.1 June Examinations Series

At the beginning of each examination series, students shall register for courses/ examinations with HRMPEB.

a. Registration as a student for the purpose of sitting for June examinations will take place on a date to be communicated by the Board.

b. HRMPEB reserves the right to deny registration to an applicant who it considers not to meet the minimum requirements for registration.

c. HRMPEB reserves the right to cancel the registration of a student who it considers not to meet the minimum requirements for registration.

### 2.2.2 November Examinations Series

a. At the beginning of each examination series, students are expected to register for courses/ examinations with HRMPEB.

b. Registration as a student for the purpose of sitting for November examinations will take place will take place on a date to be communicated by the Board.

c. HRMPEB reserves the right to deny registration to an applicant who it considers does not meet the minimum requirements for registration.

d. HRMPEB reserves the right to cancel the registration of a student who it considers not meet the minimum requirements for registration.

**2.3** HRMPEB shall provide candidates an adequate registration period for the CHRP examinations. Communication on the start and end of registration shall be communicated to stakeholders on all available media with national/international reach.

**2.4** Adequate avenues for verification of registration details shall be provided in good time for private candidates.

**2.5** Identification and authentication of private candidates will appear on the final registration list.

## 2.6: CHARGEABLE EXAMINATION FEES

HRMPEB shall charge suitable Examination Fees for its services to private candidates, as per the Examinations Policy. The fees shall be reviewed from time to time in due consideration of economic trends.

HRMPEB shall provide convenient channels of payment including mobile and online payment services.

Additional chargeable Fees include:

i. Private Candidates Support Resource Centre Portal Subscription fee;

ii. Online Revision Portal Subscription Fee;

iii. Research project Fees;

iv. Any other fees as determined by the Board from time to time.

## 2.7. EXEMPTIONS.

Award of Exemptions to Private Candidates shall be considered and awarded upon application, as per the HRMPEB Exemptions Policy and Guidelines

## 2.8. POST REGISTRATION PROCESSES

Post registration activities, such as examination booking, deferment etc, shall be handled/processed as per the HRMPEB’s examinations policy and guidelines.

## 2.9. MODES OF EXAMINATION BOOKING

Private candidates shall be eligible to book and undertake their examinations through any of the available examination’s administration modes (Online or Physical) as per the Examination Policies, and guidelines.

## 2.10 FORMS OF ASSESSMENT

Private candidates will be examined in both Formative and Summative assessments (This is mandatory). A candidate who doesn’t undertake both cannot be graded.

**2.10.1 Formative assessment**

This will be a test/assignment undertaken before the main exam (summative) to provide evidence of learning and support students to become self-directed learners as they prepare for the end of study period exam. The test /assignment will be administered and submitted online.

**2.10.2 Summative assessment**

This is the end of study period exams administered every June and November/December. This can be taken either physically or online.

### 2.10.3 Industry Based Research Project (IBRP)

A private candidate is expected to carry out and submit an IBRP supervised by a competent resource person who must have a minimum Qualification of a Masters degree in Human Resource Management or equivalent. The candidates will be issued with guidelines to that effect.

## 2.11. DISCIPLINE OF CANDIDATES

Private study candidates like students (Candidates) attached to tuition centres, are bona fide candidatesof HRMPEB, andare expectedtocomplywiththe HRMPEB examinations code of conduct, as outlined in the HRMPEB Examinations Policy. Disciplinary measures for private study candidates shall be processed as per the Examinations Policy.

# PART THREE: CURRICULUM SUPPORT AND QUALITY ASSURANCE

## 3.1 CURRICULUM SUPPORT

HRMPEB shall put in place reliable Information Technology(IT) Driven solutions to provide private study candidates curriculum and administrative support resources as follows:

a. An integrated student portal to facilitate private study candidates efficiently transact operational, financial and examination related matters with the board.

b. A curriculum support resource centre to enable private candidates access approved reference material to support their examination preparation

c. An online revision portal to serve the private study candidates access to past test items, and aid their revision in preparations for examinations.

d. A customer relationship management module to support speedy access to customer service and assistance from the HRMPEB Customer Support team and other secretariat members within acceptable turn around timing.

e. Bulk SMS system to facilitated reminders on timelines and updates on relevant matters.

## 3.2.

Candidates registered for private candidature shall be required to subscribe, and effectively utilize the HRMPEB curriculum delivery support resources as outline in 3.0 above**.**

## 3.3 PERSONS LIVING WITH DISABILITIES (PLWDS)

As Candidates PLWDs must answer the following questions:

a) Do you have a disability? b) What kind of disability?

c) How would you want to be supported?

HRMPEB will thus ensure that PLWDs have equitable access to its examinations by putting in place mechanisms to address the needs of candidates living with disability. *In an event HRMPEB shall not be able to meet those needs the Candidate(s) shall be advised accordingly.*

d)For all the approved cases of special arrangements the Board shall furnish affected Candidates with personalised timetables in good time before sitting the exams.

## 3.4 QUALITY ASSURANCE

Quality assurance will be in accordance with HRMPEB’s Examinations policy PART .This is to ensure maintenance of high and equal standards of Exams for private candidates. In this regard;

a) HRMPEB shall continually review and regularly update curriculum support interventions above to ensure that they meet best standards

b) HRMPEB management shall put in place monitoring, evaluation and quality assurance mechanisms to enable the board assess, learn and continually improve the private candidature mode of study and align it with emerging trends and best practices.

c) HRMPEB will continuously engage in Research and Development to improve systems, technologies, procedures and service delivery systems to improve effectiveness, efficiency and the customer experience exams administered to private candidates.

# ANNEX: PRIVATE CANDIDATURE ANNEX 11

## HRMPEB PRIVATE CANDIDATURE FLOW CHART

**Step 1: Application for Student Registration**

* Submission of Application and payment of registration fee.
* Verification for Applicant’s admission eligibility.
* Issuance of student registration number.
* Application for exemption, if qualified.
* Verification for exemptions eligibility.
* Issuance of exemption(s) approval invoice

**Step 2: Exemptions Award Letter**

* Payment of exemptions fee, either in full or a minimum of 50%.
* Issuance of Exemption(s) Approval Award Letter.

**Step 3: Examination booking & issuance of exam card**

* Proof of registration by HRMPEB
* Payment of exam fees to HRMPEB as per the set deadlines
* Exam cards to be issued to candidates who have fully settled
* Examinations Fee and all other prescribed fee

**Step 4: Curricula support material**

HRMPEB shall put in place reliable Information Technology (IT) Driven solutions to provide private study candidates curriculum and administrative support resources. Candidates registered for private candidature shall be required to subscribe, and effectively utilize the HRMPEB curriculum delivery support resources

**Step 5: Exam Sitting and passing**

* Students will sit exams at the examinations centers they have chosen
* Students who have attained 50% and above will be deemed to have passed exams.

**Step 6: Gazzettement and Certification**

* Clearance form for Examination and Finance
* Certification & gazzetement of candidates.