

Certified Associate Human Resource Professional

iCAHRP



International Professional Accreditation Council

www.ipacglobal.org

Certified Associate Human Resource Professional [iCAHRP]

Introduction:

Professional, the word has its own meaning. Professionals in any function must have some common criteria. Based on the functional domain, the characteristics or activities or skill sets may vary. International Professional Accreditation Council has established 10 Professional Domains that are highly important for every professionals for their success in the professional journey.

Unlike with other professionals, HR professionals are also required to have adequate knowledge and expertise as per the level of Professionals. IPAC has defined 4 levels of professionals.

Associate Professionals: Those who are intended to start the career or already started the career and trying to establish themselves as professionals.

Professionals: Those who have adequate knowledge and skills in the relevant Professional domain as well as proven experience in the professional field.

Senior Professionals: Those who has the expertise to critically evaluate different domains and can contribute in the functional as well as business areas.

Fellow Professionals: Those who have proven track record of long professional experience, academic and professional education, significant contribution for establishing professional, code, values, ethics, competencies across the community.

This Certification is a level-1 Certification which is designed for Certified Associate Professional. There are set of competencies under these 10 Professional Domains:

Domain Identity	Areas for iCAHRP
Functional Domain	Recruitment & Selection HR Services Learning & Development Performance Management Health & Safety
Values & Ethics Domain	Professional Code & Ethics
Business Domain	Customer Service
Leadership Domain	Self-Leadership
Strategic Domain	Personal Developmental Strategy
Personal Credibility Domain	Personality & Personal Credibility
Compliance & Regulatory Domain	Basic about Employment Law, Policy
Change & Innovation Domain	Change & Innovation application on Individual level

Analytics Domain	Attitude and Application of basic level of Analytics
Organizational Excellence Domain	Self-Efficiency & Self-improvement in connection with Organizational Excellence

Learning Objectives: After successful completion of this Certification Program, the Certified Associate Professional will be endorsed as expert to:

- To organize Recruitment, Selection & Placement
- Deliver HR service to the internal customer
- Plan and Organize learning & development initiatives for the company
- Initiate, documented, prepare data of performance management for analysis
- Identify, initiate the Health & Safety Issues for the company
- Demonstrate Professional Code and values
- Solve internal customer's query with the help of seniors
- Manage self for the personal growth as well as departmental performance
- Initiate Kaizen for self-improvement
- Contribute in different idea sharing for employment law related problem
- Execute different core functions of HR with the supervision of seniors
- Generate idea for self-efficiency in connection with organizational excellence
- Apply basic level of Analytics in day to day issue

Outline of the Program

- Module-1: Recruitment & Selection
- Module-2: Learning & Development
- Module-3: Leave, Attendance, Personal Record management
- Module-4: Performance Management
- Module-5: HR Services towards stakeholders
- Module-6: Internal Customer Service
- Module-7: Kaizen & Self Leadership
- Module-8: Professionalism & Professional responsibility
- Module-9: Corporate Communication
- Module-10: Reporting & Documentation
- Module-11: Foundation of Organization Excellence
- Module-12: Analytics, Innovation & Creativity

Program Administration:

Duration: 4 Months
 Mode : Online [Self-Paced Learning]
 Assessment: There will be Online assessment option as per below schedule:

Sl	Assessment Option	Unit	Total Marks	Pass Marks
1	Assignment/ Case	2	400	280



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2	Final Exam	1	100	70
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Certification: After completion of all requirements, participants will be issued certificate from IPAC and they can use the title iCAHRP after their name.

Re-certification: Re-certification is required in every 3 years. Every Professional needs to achieve Professional Development Continuity [PDC] Point for re-certification. For recertification, every professional needs to attend professional development activities [workshop, training, e learning, seminar, conference, webinar, consulting work etc]. 1 hour involvement is equivalent to 1 PDC.

Total PDC Points required: 36 in 3 years [1 hour involvement is equivalent to 1 PDC]