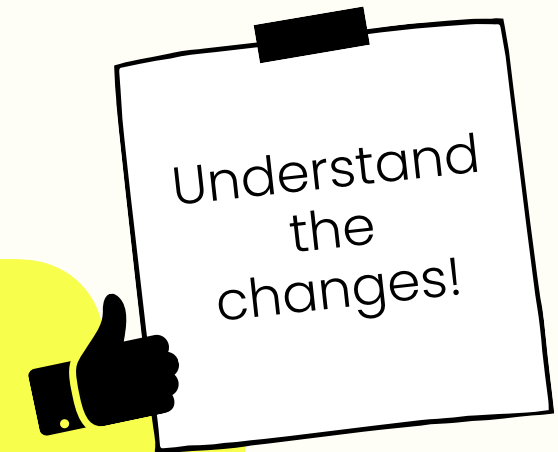


# Your Guide to IHRP's revamped Assessment



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# About the Revamp

# Why the revamp?

As part of our efforts to enhance the candidate experience, IHRP has decided to **streamline and improve our assessment process** by consolidating all assessments to be delivered by a single provider who will **deliver assessments both in a remote-setting and test centre setting from April 2023 onwards.**

The objective of this revamp is to **standardise our candidates' experience regardless of the mode of assessment**, and candidates can now receive **timely support** from the assessment platform provider should technical problems arise.

# Our new Provider

All assessments will now be hosted by Prometric who will deliver assessments both in a remote-setting and test centre setting from April 2023 onwards.

This will help to standardise our candidates' experience regardless of the mode of assessment, and candidates can now receive timely support from the assessment platform provider should technical problems arise.



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# Our brand-new Integrated Paper

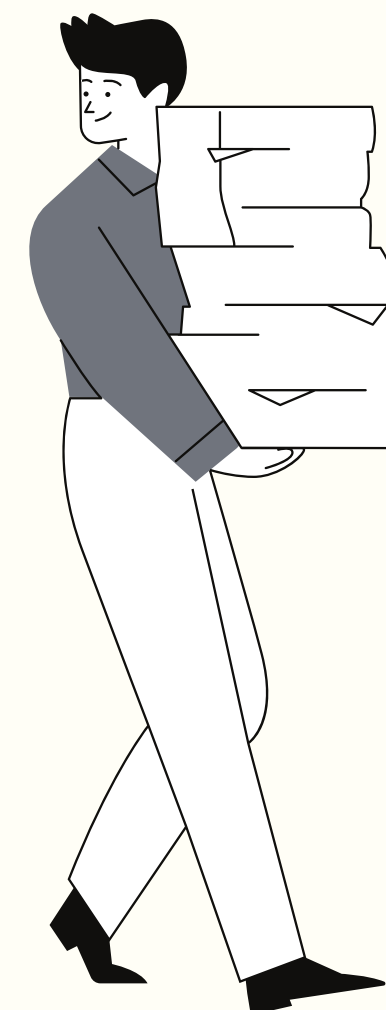


Read on!

# Our brand-new Integrated Paper

There will no longer be a need to take 2 separate papers. All papers are now **combined into 1 integrated paper, arranged by certification level!**

You may refer to the table below on the corresponding new papers vis-à-vis the old papers as well as the format and coverage. Across all levels, the **first section will always be the Labour Legislation Paper, followed by the HR Competency Paper.**



See table below

Candidate Level	New Paper Name	Paper Coverage	Duration	Current Paper Name
<b>CA</b>	<b>CA Certification Paper</b> <ul style="list-style-type: none"> <li>Labour Legislation (Level 1)</li> <li>HR Competency (Level 1)</li> </ul>	MCQ: 80% rule-based, 20% principles-based  MCQ: Foundational & Functional Competencies	<b>90 mins</b> <i>Labour Legislation Paper</i>  +  <b>120 mins</b> <i>HR Comptency Paper</i>	Paper A + Paper N
<b>CP</b>	<b>CP Certification Paper</b> <ul style="list-style-type: none"> <li>Labour Legislation (Level 2)</li> <li>HR Competency (Level 2)</li> </ul>	MCQ: 50% rule-based, 50% principles-based  MCQ: Foundational, Functional, Mindset and Behaviour Competencies		Paper A + Paper B
<b>SP</b>	<b>SP Certification Paper</b> <ul style="list-style-type: none"> <li>Labour Legislation (Level 3)</li> <li>HR Competency (Level 3)</li> </ul>	MCQ: 20% rule-based, 80% principles-based  Weighted MCQ: Functional & Mindset and Behaviour Competencies		Paper A + Paper C



There is **no change in the format, coverage or marking** for the **new HR Competency (Level 1)** and **HR Competency (Level 2)** papers.

Key changes are in the Labour Legislation Paper and the HR Competency (Level 3) Paper. The Labour Legislation Paper is refreshed to include 1 more tripartite guideline (Tripartite Alliance for Dispute Management – TADM) and the proportion of knowledge (rule-based) vs application based (principles-based) questions will differ by level – a revised prep guide will be published on IHRP's certification preparatory portal in 2023 for your reference.

The **HR Competency (Level 3) Paper** will be in **closed-ended MCQ format** instead of open-ended. BOC Coverage will focus on Functional Competencies, Mindsets & Behaviours, without Foundational Competencies.

The **duration of the paper is shortened to 120 minutes** given the new paper format. A revised prep guide will be published on IHRP's certification preparatory portal in 2023 to aid in your preparation.

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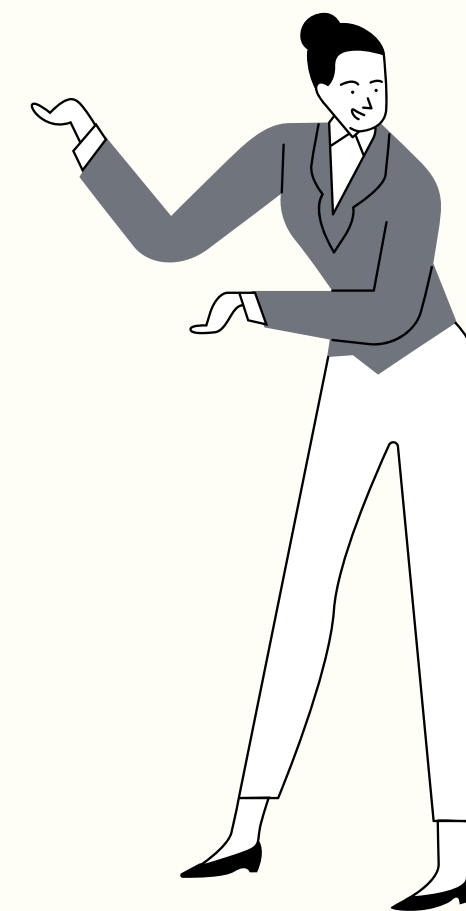
# The **New Eligibility** Criteria for CPs and SPs



Read on!

# The **New Eligibility** Criteria for CPs and SPs (Starting 1 Jan 2023)

We have reconfigured the minimum years of HR-related work experience for fresh IHRP-CPs and IHRP-SPs candidates. The revision in the minimum number of years of HR-related work experience is done based on a review of the experience of all candidates who had submitted their applications in the past 5 years. Candidates who have the minimum number of the above-mentioned years of HR-related experience typically show sufficient quality and breadth experience for the relevant certification level.



See table below

	<b>NEW</b> (effective from applications starting 1 Jan 2023)	<b>Current</b>
<b>IHRP-CPs</b>	<b>Minimum 3 years</b> of HR-related working experience	Minimum 2 years of HR-related working experience
	Minimum 150 HR training hours or HR-related qualification	
<b>IHRP-SPs</b>	<b>Minimum 8 years</b> of HR-related working experience	Minimum 10 years of HR-related working experience
	Minimum 150 HR training hours or HR-related qualification	

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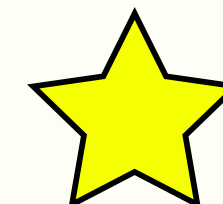
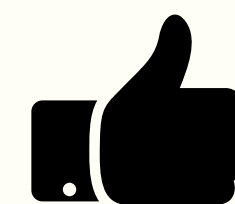
# The New Experience Assessment (EA) Process



Read on!

# The **New Experience** Assessment (EA) Process

All IHRP-CP and IHRP-SP candidates will **undergo the Eligibility and Experience Assessment first** before proceeding with the Competency Assessment. The **appropriate certification level will be assigned to you based on the eligibility criteria.** You will receive an overall outcome of your certification application based on both your Experience and Competency Assessment. This means no intermediate feedback is provided between the completion of the Experience Assessment and before you sit for the Competency Assessment.



Instead of providing free-text evidence against each of IHRP's Body of Competencies (BOC), you will be required to **respond to a 30-statement MCQ**-type questionnaire that is designed against the BOC. **Your certification outcome will be determined by a combination of your responses provided on this questionnaire as well as the eligibility questions** (e.g., your number of years of HR experience, etc.)

*The Experience Assessment is not applicable to candidates who have completed the courses that are recognised by IHRP in the corresponding certification level, or for candidates who are bridging from other recognised Certification bodies.*

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# Simplification of Fee Categories

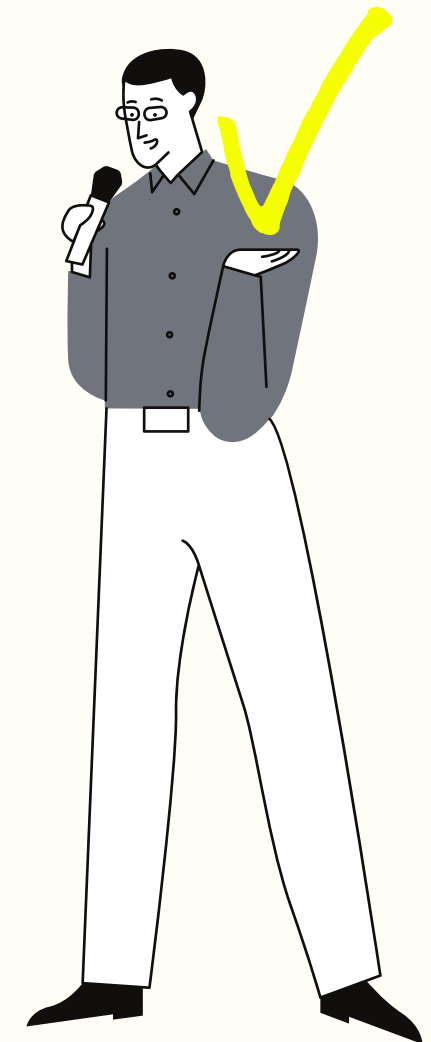


Read on!



# Simplification of Fee Categories

As part of IHRP's efforts to enhance the overall candidate experience, we have reviewed and simplified the fee categories to allow for an easier understanding of our fees across the board.



See table below

Simplification of Fee Categories  
(TABLE)

Fees	NEW	Current
<p><b>Certification Fees</b></p>	<p>Re-Assessment fee will be the <b>same for all levels and candidate types.</b></p> <p>Fee for new application and upgrade for the <b>same certification level will be the same.</b></p>	<p>Re-assessment fee is by paper.</p> <p>Fee for new application and upgrade for the certification level is different.</p>
<p><b>On-site Fee</b> (Competency assessment taken at test centre)</p>	<p><b>\$42.80 per exam</b></p>	
<p><b>No-Show Fee</b></p>	<p>A candidate whose IHRP Assessment date has been confirmed, but does not reschedule, cancel or attend the IHRP assessment will be considered a 'no-show" and will forfeit all Assessment Fees.</p> <p>If the candidate requests to be rescheduled following a "no-show", he or she will need to <b>repay the full Assessment Fee before being rescheduled.</b></p>	

(Cont.)



Simplification of Fee Categories  
(TABLE) (Cont'd)

<b>Fees</b>	<b>NEW</b>	<b>Current</b>
<b>Fee Deadlines</b>	Fees are due according to published assessment calendar and/or in correspondence from IHRP. The fees stated in this policy are correct at the time of publication. IHRP reserves the right to alter fees without prior notice.	
<b>Payment Method</b>	<b>Online</b> – a link will be provided to you upon application via payment gateway	

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# Change in Rescheduling and Cancellation Policy

Read on!

# Change in Rescheduling and Cancellation Policy

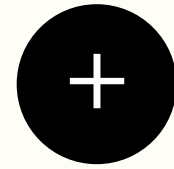
As part of IHRP's efforts to enhance the overall candidate experience, we have reviewed and amended the current rescheduling and cancellation policies; allowing each candidate more runway and flexibility to reschedule or cancel their confirmed assessment date.



See table below

Change in Rescheduling and Cancellation Policy  
(TABLE)

Fees	NEW	Current
<p><b>Rescheduling Policy</b></p>	<p>Any re-scheduling done <b>30 days or more</b> from the day of assessment <b>will be FOC</b>.</p> <p>Between 6 to 29 days from the day of assessment, rescheduling fee applies.</p>	<p>Rescheduling allowed FOC within 7 days after application approval.</p> <p>Between after 7 days from application approval to more than 10 days before assessment date, rescheduling fee applies.</p>
<p><b>Cancellation Policy</b></p>	<p>Cancellation Fee remains the same: \$100 (before GST)</p> <p>No-Show / Cancellation fee applies <b>5 days before</b> assessment date.</p>	<p>\$100 (before GST)</p> <p>No-Show / Cancellation fee applies 10 days before assessment date.</p>



**Key dates** you should be  
aware of

Application Period	Competency Assessment Window Period	Process
<p><b>In 2022</b></p>	<p>Q4 2022 Assessment Window</p>	<p>You will be going through the current application process with the 2 separate Papers.</p> <p>If you fail the competency assessment, you should register as soon as possible <b>before 30 December 2022 if you want to take only your failed paper.</b></p> <p>If your result is released after 30 December 2022, IHRP will arrange for you to separately re-take your failed paper in March 2023 if you do not wish to go through the new application process with the Integrated Paper.</p>
<p><b>In 2022</b></p>	<p>Q1 2023 Assessment Window (Jan &amp; Feb)</p>	<p>You will be going through the current application process with the 2 separate Papers.</p> <p>If you <b>fail the competency assessment</b>, you will need to register with the new revamped application process to <b>retake the Integrated Paper.</b></p>



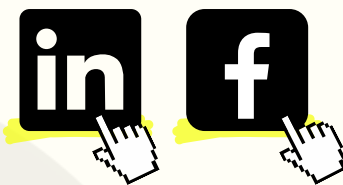
Application Period	Competency Assessment Window Period	Process
<p><b>1 Jan 2023 to 31 Jan 2023</b></p>	<p>None</p>	<p>IHRP will be transitioning to the new system and <b>no applications will be open during this month.</b></p>
<p><b>In 2023</b> Date to be announced</p>	<p>Q2 2023 Assessment Window (Apr 2023 onwards)</p>	<p>You will be <b>going through the new revamped application process with the Integrated Paper.</b> If you fail the competency assessment, you will need to retake the Integrated Paper.</p>



# End of Guide

✉ Feel free to contact us at [hello@ihrp.sg](mailto:hello@ihrp.sg) for any queries!

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