



Professional Development Institute  
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## Certified Human Resource Specialist (CHRS) – Level 4

### Introduction

The **Certified Human Resource Specialist (CHRS)** certification is designed for individuals seeking to enhance their knowledge and skills in the field of human resources (HR). This certification focuses on practical HR skills, including recruitment, employee relations, performance management, compliance, and much more. The certification is suitable for HR professionals aiming to increase their expertise and for those who aspire to become HR leaders.

### Certificate Overview

- **Certificate Level - Level 4:** This is a mid-level certification that builds on foundational knowledge and skills
- **Target Audience:** The **Certified Human Resource Specialist (CHRS)** program is an essential credential for those looking to develop their HR careers. By gaining comprehensive knowledge of key HR areas, individuals will be prepared to contribute to their organizations' success through effective human resource management. This certificate provides the foundation needed to handle the evolving HR challenges in today's competitive job market.
- **Format:** The certificate is typically offered through accredited professional educational institutions, and it delivered in a hybrid format.
- **Completion Requirements:** Successful completion of all assessments and exams.
- **The assessment process** for the CHRS Level 4 certification required the following:
  - **Exams:** Multiple-choice or case study-based exams testing theoretical and practical knowledge of HR topics.
  - The examination contains 100 questions.
  - Candidates are required to attempt all questions.
  - Candidates will be graded Pass or Fail. A result of Fail will be recorded where candidates do not achieve the required marks for a Pass.
  - A result Pass required to achieve 70% of the required marks
  - Bilingual dictionaries are permitted for use in the examination.
  - **Continuous Assessment:** Ongoing assessments through quizzes, practical activities, and assignments throughout the course.
  - **Exam non-disclosure:** The Certificate examinations are non-disclosed examination, which means that current exam questions and answers will not be published or divulged.



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- **Prerequisites**

The main requirements are a basic knowledge HR, as well as a general understanding of HR principles.

- **Duration:** Qualification Time and Guided Learning hours;

- The Certificate amounts to a minimum of 120 Guided Learning Hours, with additional hours of directed and self-directed study.
- This qualification has a recommended TQT value of 200 hours and a GLH of a minimum of 120 hours. The learning hours for this qualification are as follows:

Guided Learning Hours (GLH)	Total Qualification Time (TQT)
120 hours	200 hours

- **Continuing Education:** require periodic re-certification or professional development activities to maintain the certification.

### About the Certificate

The **CHRS** certificate is a globally recognized credential that proves your proficiency in key HR concepts and practices. By earning the CHRS certification, professionals gain a competitive edge in the workforce and demonstrate their commitment to continuous improvement and professional development. This program typically involves coursework, practical assignments, and an exam to test your knowledge of HR practices.

### Objective

The main objectives of the **CHRS** certification are to:

- Develop the knowledge and practical skills necessary for a successful career in HR.
- Improve understanding of HR concepts, strategies, and tools that drive organizational success.
- Ensure the application of best HR practices in alignment with legal and ethical standards.
- Prepare candidates to manage HR functions in diverse organizational settings.



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## Detailed Outline

The **Certified Human Resource Specialist** course includes the following key areas of study:

### 1. Introduction to Human Resources

- Overview of HR functions and the role of HR in organizations
- Legal and ethical frameworks in HR

### 2. Recruitment and Talent Acquisition

- Workforce planning and staffing strategies
- Techniques for recruiting, interviewing, and hiring candidates
- Onboarding processes

### 3. Employee Relations

- Conflict resolution and employee engagement
- Labor laws and employee rights
- Building positive employee-employer relationships

### 4. Compensation and Benefits

- Designing compensation structures and reward systems
- Benefits administration, employee welfare, and incentives
- Salary benchmarking and market analysis

### 5. Performance Management

- Setting performance goals and KPIs (Key Performance Indicators)
- Conducting performance appraisals
- Employee development and training programs

### 6. HR Compliance and Policies

- Compliance with employment laws and regulations
- Developing HR policies and ensuring legal adherence
- Health and safety practices in HR management



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## 7. HR Technology and Systems

- Using HR software and technologies for efficiency
- HR data analytics and reporting
- The future of HR technology

### Importance of the Certificate

1. **Professional Growth:** Earning the CHRS certificate demonstrates your expertise and opens doors to career advancement opportunities.
2. **Industry Recognition:** It provides recognition as a qualified HR professional, boosting credibility with employers and clients.
3. **Practical Knowledge:** It equips you with up-to-date skills and practical knowledge that are immediately applicable in real-world HR scenarios.
4. **Competitive Advantage:** The certification sets you apart from other HR professionals in a competitive job market.

### Learners: What Will They Learn?

Learners will acquire comprehensive knowledge of HR processes and systems, including:

- Effective recruitment strategies and techniques
- How to manage performance and handle employee relations issues
- The importance of compliance with HR regulations and ethical considerations
- HR technology tools and systems for streamlining HR operations
- The ability to develop HR policies that align with organizational goals