



Certified HR Audit Professional

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified HR Audit Professional

A Human Resources Audit (or HR Audit) is a broad method for evaluation of human resources policies, procedures, documentation and systems of organization, for recognition of improvement and enhancement of the HR function.

HR Audit has gained wide spread acceptance due to increased focus of human resources in achieving tactical and strategic goals of the organization.

Similar to an audit of a business' finances, human resources policies and procedures also need continual auditing. HR Audit not only locate problem areas in HR policies but also helps in meeting statutory compliances.

Why should one take this certification?

If you are employed in the HR department and are looking for a new job or promotion or simply more responsibility, then you can take this certification to demonstrate your knowledge of HR Audit. It works as an added qualification on your CV and significantly improves your chances of getting the desired role.

The certification covers

- HR Audit Basics
- HR Audit Methods
- HR Systems Audit
- Audit of HR Strategies, HR Competencies, HR Culture And Values
- HR Impact And Alignment

Who will benefit from taking this certification?

Job seekers looking to find employment in the HR departments of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,999/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

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1. HR Audit Basics

- 1.1 Need And Objectives of HR Audit
- 1.2 Scope of HR Audit
- 1.3 Limitations of HR Audit
- 1.4 HR Auditor Requirements

2. HR Audit Dimensions

- 2.1 HR Strategies
- 2.2 HR Competencies
- 2.3 HR Culture
- 2.4 HR Values
- 2.5 HR Impact

3. HR Audit Methods

- 3.1 Interviews
- 3.2 Group Discussion and Workshops
- 3.3 Observation
- 3.4 Analysis of Records and Documents
- 3.5 Questionnaires

4. Audit of HR Systems

- 4.1 Competency Mapping
- 4.2 Manpower Planning
- 4.3 Recruitment
- 4.4 Induction and Integration
- 4.5 Performance Management
- 4.6 Potential Appraisal and Assessment Centers
- 4.7 Career Planning and Development
- 4.8 Job Rotation
- 4.9 Training and Learning
- 4.10 Organization Development

5. Audit of HR Strategies

- 5.1 Auditing Communication Strategy
- 5.2 Auditing of Employee Engagement
- 5.3 Auditing of Quality Orientation
- 5.4 Auditing of Customer Orientation
- 5.5 Auditing of Entrepreneurial Spirit
- 5.6 Auditing of Culture Building
- 5.7 Auditing Talent Management

6. Audit of HR Competencies

- 6.1 Auditing Competencies of the HRD Staff
- 6.2 Auditing Learning Attitude of Line Managers
- 6.3 Auditing Top Management Styles
- 6.4 Auditing Learning Orientation of Non-Supervisory Staff
- 6.5 Auditing Credibility of the HR Department

7. Audit of HR Culture and Values

- 7.1 Collaboration and Team Work
- 7.2 Trust and Trustworthiness
- 7.3 Authenticity
- 7.4 Proactivity and Initiative
- 7.5 Autonomy
- 7.6 Confrontation
- 7.7 Experimentation
- 7.8 Organizational Culture

8. HR Impact and Alignment

- 8.1 Talent Management
- 8.2 Intellectual Capital
- 8.3 Financial Measures

Sample Questions

1. What are the objectives of HR Audit

- A. Review the effectiveness of HR programs in an organisation.
- B. Seek explanation and information in respect of failure and success of HR.
- C. Evaluate implementation of HR policies.
- D. All of the above

2. What is not crucial in auditing of performance appraisal

- A. Clear weightage of each task/activity.
- B. Recording of time bound goals.
- C. Clear communication of behavioral qualities to be assessed
- D. None of the above

3. What is important in audit of performance ratings

- A. Clearly defined rating scale and systems.
- B. Use of multi source feedback mechanism to minimize bias
- C. Assessment against pre determined performance standards.
- D. All of the above

4. What does HR strategies does not deal with

- A. ESI and PF submissions
- B. Talent attraction
- C. Talent retaining
- D. Employee motivation

5. What better measures human resource utilization and engagement

- A. Increase in per employee revenue
- B. More effective utilization of organizational resources by employees
- C. Employee skill advancement with available opportunities.
- D. All of the above

Answers: 1 (D), 2 (D), 3 (D), 4 (A), 5 (D)

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 - Certified Public Relations Officer
- ▶ **Media**
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 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

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