



Certified HR Compliance Professional

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified HR Compliance Professional

Human resources compliance or HR compliance is a requirement for companies in today's legal environment with employees having high awareness of their rights.

Companies not only need to meet statutory compliances but also address new age issues of equality and diversity.

Why should one take this certification?

The HR compliance certification endorses candidate skills in meeting statutory compliances for labour law legislations, compensation and laws related to sexual harassment. The certification also enhances candidate knowledge in upcoming compliance requirement for equality and diversity.

The certification covers

- Labour Law Compliance
- Compensation Compliance
- Sexual Harassment
- Equality and Diversity
- International HR Compliance

Who will benefit from taking this certification?

Job seekers looking to find employment in the HR departments of various companies, candidates 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. Compliance Basics

- 1.1 What is Compliance
- 1.2 Compliance Types
- 1.3 Compliance Need
- 1.4 Human Resources Compliance
- 1.5 Implementing HR Compliance
- 1.6 Labour Welfare

2. Labour Law Compliance

- 2.1 Factory Act
- 2.2 Maternity Act
- 2.3 Contract Labour Act
- 2.4 Safety and Health

3. Compensation Compliance

- 3.1 Minimum Wages
- 3.2 Payment of Wages Act
- 3.3 Labour Welfare Fund
- 3.4 PF Act
- 3.5 ESI Act
- 3.6 Gratuity
- 3.7 Bonus
- 3.8 Professional Tax Act

4. Organizational HR Compliance

- 4.1 Shop and Establishment Act
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- 4.4 Equality and Diversity

5. HR Compliance Submissions

- 5.1 Monthly HR Compliance submissions
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- 5.3 Annual HR Compliance submissions

6. International HR Compliance

- 6.1 International Labour Law
- 6.2 ILO
- 6.3 Employing Foreign Nationals
- 6.4 Indians Working Abroad

Sample Questions

1. What is not sexual harassment

- A. Physical contact
- B. A demand or request for sexual favours
- C. Sexually coloured remarks
- D. None of these

2. What does the sum of money payable to the Corporation by the principal employer, is called as

- A. Payment
- B. Lieu
- C. Contribution
- D. Entitlement

3. How many employees qualify for coverage under Employees' State Insurance Act

- A. 5
- B. 10
- C. 15
- D. 20

4. Who adjudicate disputes or claims related to Employees' State Insurance Act

- A. Civil judge
- B. Civil Tribunal
- C. Employees' Insurance Court
- D. ESI Corporation

5. Which of the following refers to gender-neutral language

- A. mankind
- B. chairman
- C. humanity
- D. Depends upon organizational setup

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

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
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 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
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 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
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 - Certified Export Import (Foreign Trade) Professional
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 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
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 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
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 - Certified Data Entry Operator
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 - Certified Real Estate Consultant
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 - Certified Marketing Manager
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 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
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& many more job related certifications

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