AHRI
Australian
HR Institute



AHRI Certification

Advance your HR career with a CPHR

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AHRI Certification

Over the years, HR professionals have taken on many roles - ranging from managing daily operations to serving as strategic business leaders.

The Australian HR Institute (AHRI) sets a clear standard for HR excellence in Australia through its professional certification. This certification formally recognises HR professionals who demonstrate the capability to navigate complex people and business challenges effectively. HR Certification has been designed to allow Emerging-to-Senior Leaders validate their capabilities across the Australian HR Capability Framework (AHRCF).

Comprising of five Micro-credentials and the Certification Assessment as a suite of rigorous, practice-based learning designed to validate the strategic and operational capabilities of experienced HR professionals. It emphasises real-world application by using scenario based assessments, allowing emerging and senior HR professionals to draw upon their lived experiences and demonstrate their ability to apply HR knowledge in complex workplace scenarios. This ensures that certification is not just about theoretical understanding but also about the practical and strategic application of HR principles in real business environments.

To achieve HR Certification, participants undertake an assessment of their capabilities against the Australian HR Capability Framework and are referred to the National Certification Council (NCC) for formal recognition as a Certified Practitioner of Human Resources (CPHR).

Why become a CPHR?

Boost your HR credibility as a CPHR and gain a global mark of excellence. AHRI Certification signifies your commitment to best practices in HR and showcases your advanced capability. By attaining your CPHR, you join a network of accomplished HR practitioners who are shaping a future that empowers people, strengthens workplaces and drives optimal business outcomes.

Showcase your excellence: As a CPHR, adopt a globally benchmarked standard of HR excellence which is underpinned by the Australian HR Capability Framework.

Advance your career: Showcase your advanced HR capability and elevate your status by displaying your CPHR on your LinkedIn profile, email signature and business card.

Uphold HR standards: Become a more strategic HR professional, sharpening your critical thinking and problem-solving skills as a CPHR committed to continuous learning.

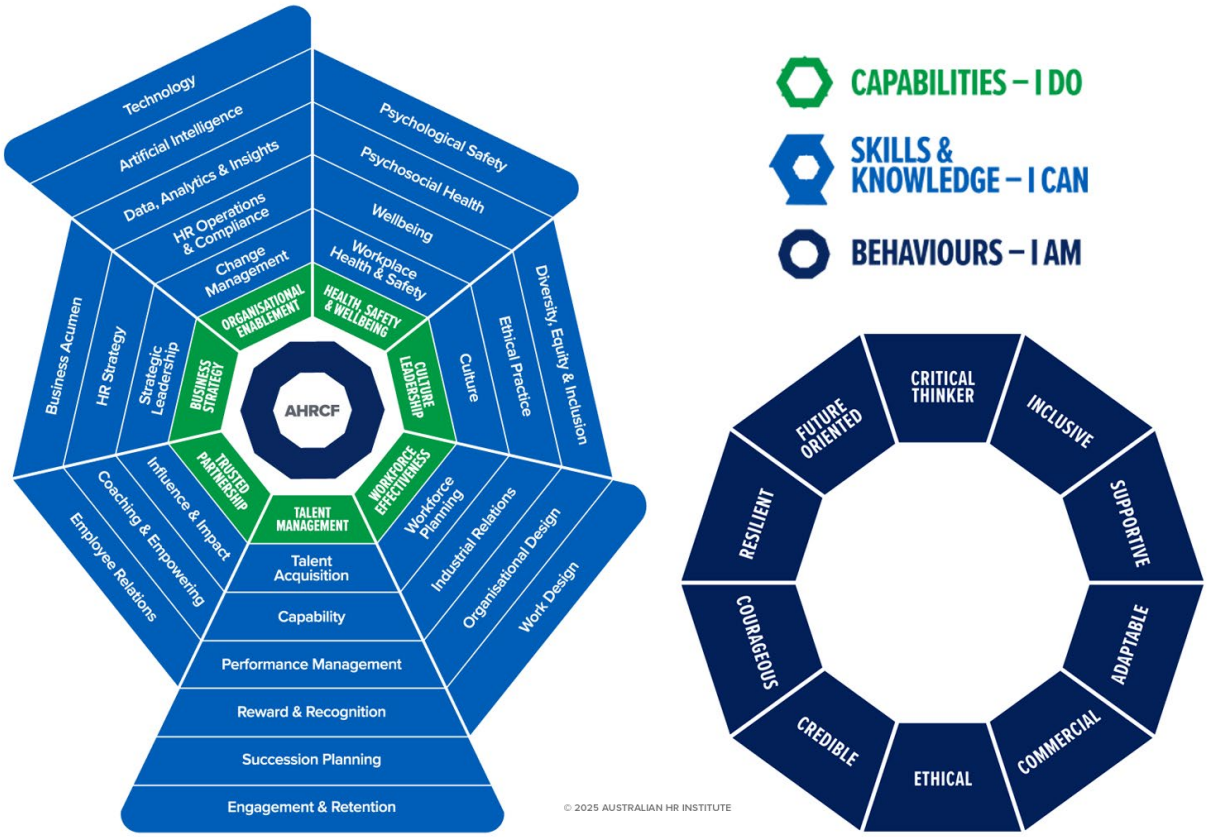
Australian HR Capability Framework

Prepare yourself with the capabilities you need to become a CPHR

AHRI are the leaders of the HR profession in Australia. We set the standards for HR as the custodian of the Australian HR Capability Framework. We empower HR professionals to achieve excellence.

The Australian HR Capability Framework (AHRCF) lays the foundations for everything AHRI offers to its members and the broader HR community. AHRCF Micro-Credential program is designed to enhance HR practitioners' capabilities to an Emerging Leader level, preparing them for Certification Assessment. AHRCF Micro-Credentials provide practitioners with opportunities to practically apply their underpinning knowledge and learn from professional experts and peers, across all skill and knowledge areas and behaviours defined in the AHRCF.

Following successful completion of each AHRCF Micro-Credential, practitioners are issued with a verified digital Micro-Credential badge, signifying their capability and credibility in the capability area of the AHRCF.



National Certification Council

Official Certification Endorsement

The AHRI National Certification Council (NCC) officially endorses all AHRI Certified HR practitioners, ensuring they meet AHRCF standards. This process validates their knowledge, skills and behaviours, along with their commitment to Continuous Professional Development (CPD) and ongoing membership with AHRI.

Upon successfully completing a Certification Pathway, AHRI members will receive formal notification from the NCC Chair, granting them the right to use the CPHR post-nominal. Additionally, they will receive a verified CPHR digital badge from AHRI, issued by Credly, providing official recognition of their CPHR achievement.

The NCC is an independent panel of highly experienced HR practitioners who oversee the governance of AHRI's HR Certification process, ensuring that HR capability standards support the endorsement of eligible participants.

A key responsibility of the NCC is to uphold certification standards, giving employers confidence that Certified HR Practitioners have demonstrated a high level of HR expertise and proven capability.





Eligibility and Membership Requirements

Micro-Credential Eligibility requirements

Micro-Credentials are designed for HR practitioners who already have foundational knowledge in a capability area and are looking to advance to the Emerging Leader level of the AHRCF.

Participants will engage with content at an AQF Level 8 equivalent, developing the skills to navigate complex workplace scenarios with confidence across each area of the AHRCF.

Depending on the level of experience, participants have the flexibility to choose their own pathway by:

- Completing all of the Micro-Credentials in any order or mode of study they wish,
- Completing only some of the Micro-Credentials they wish to uplift their capabilities in, or
- Go straight to Certification Assessment if they meet the required HR experience level and eligibility criteria.

Certification Assessment Eligibility requirements

To qualify for direct entry into Certification Assessment, the additional eligibility criteria apply as follows:

- Professional MAHRI membership level or higher
- HR leader with more than 5 years' experience in a designing and leading strategic HR initiatives
- Completion of a formal qualification (AQF7 degree or postgraduate diploma)

Upon successful completion of the Certification Assessment, and as endorsed by the NCC your membership level will be upgraded to **CPHR**. To maintain your certification:

- your AHRI membership will need to remain continuous and active, and
- you must meet your CPD requirements on an ongoing basis.

All MAHRI, CPHR and FCPHR members are required to undertake CPD to ensure their professional HR skills and knowledge remain current. More information on CPD is available in the membership section of the AHRI website under Continuing professional development (CPD).

If you are currently not an AHRI member and wish to enrol in the AHRCF Micro-Credentials or Certification Assessment, please visit AHRI Membership to obtain professional MAHRI membership before enrolling.

Eligibility Enquiries

If you are interested in becoming AHRI Certified, but unsure if you meet any of the above eligibility requirements, AHRI members are encouraged to complete the *Australian HR Capability Analysis Tool*, which is a free AHRCF self-assessment for all AHRI members. Your responses will be benchmarked and provided to you into a practical report which includes recommendations for further professional development.

Members who meet the eligibility criteria but are unsure if they hold sufficient experience/capability, have the option to enrol in any of the Micro-credential events at any time, as a stand-alone credential to address any knowledge gaps and uplift contemporary HR practice.

Please reach out to our Student Support team at studentsupport@ahri.com.au for assistance on eligibility requirements.

Program Structure

AHRCF Micro-Credentials



Business Strategy & Culture Leadership

This AHRCF Micro-Credential is designed to elevate HR practitioners into strategic partners within their organisations. It focuses on alignment of HR strategy with the overarching business strategy while fostering a culture of diversity, equity and inclusion.

Participants will explore the foundations of ethical practice within HR, learning to navigate complex workplace scenarios and gain the knowledge and skills needed to navigate the complex interplay between organisational objectives and HR functions, with integrity and emotional intelligence.

HR professionals will build skills to design, implement, and lead initiatives that promote a supportive, engaging and equitable work environment. The curriculum covers the two Capability areas of the AHRCF, and includes:

- Strategic leadership
- Crafting HR strategies that bolster organisational goals
- Nurturing an enriching workplace culture

The assessment consists of:

- Part A – Timed 45-minute multiple choice quiz on Business Strategy & Culture Leadership
- Part B – Written response designed around a hypothetical scenario to develop an HR strategy and cultural shifts

By the end of this AHRCF Micro-Credential, HR practitioners will be able to contribute significantly to their organisation's success by ensuring HR initiatives are aligned and advance business objectives.



Organisational Enablement

This AHRCF Micro-Credential is designed to empower HR professionals with the skills to lead change, manage HR operations compliantly and effectively, and leverage technology and data analytics to drive strategic decisions.

This Micro-Credential prepares learners to navigate and shape the future of HR. Participants will develop strategies for effective organisational change, apply analytics for evidence-based decision-making and implement technology solutions that enhance HR processes.

The curriculum covers key Capability area of the AHRCF, and includes:

- Change management
- HR operations and compliance
- Data-driven insights
- The integration of artificial intelligence and technology

The assessment consists of:

- Part A – Timed 45-minute multiple choice quiz on HR Compliance and Operations
- Part B – Written response designed around the approach to implementing HR technology in a workplace

The course aims to equip HR leaders with the capabilities to ensure legal compliance, operational efficiency and effectiveness, and the strategic use of data and technology, setting the foundation for a proactive and innovative HR function.



Health, Safety & Wellbeing

This AHRCF Micro-Credential investigates the critical facets of creating and maintaining a healthy, safe, and inclusive workplace environment, pivotal for any HR professional. It emphasises the significance of workplace health and safety, employee wellbeing, psychological safety, and psychosocial health.

HR practitioners will be prepared to contribute meaningfully to their organisation's success by ensuring the health, safety, and wellbeing of employees.

The curriculum covers key Capability area of the AHRCF, and includes:

- Safety workplace cultures
- WHS legislation, policies and procedures
- Holistic wellbeing initiatives
- Psychosocial risks and promoting employee wellbeing
- Psychological safety strategies

The assessment consists of:

- Part A – Timed 45-minute multiple choice quiz on Health, Safety and Wellbeing
- Part B – Written response designed around a hypothetical scenario to develop a wellbeing strategy and plan

This comprehensive approach underscores the evolving role of HR as a strategic partner to drive organisational resilience, adaptability and inclusivity.



Workforce Effectiveness

This AHRCF Micro-Credential is designed to enable HR professionals to be effective business partners by building their skills in workforce planning, industrial relations, organisational design, and work design.

This AHRCF Micro-Credential focuses on equipping participants with the knowledge and skills to analyse and forecast workforce trends, navigate complex employment laws and industrial relations, and implement effective organisational and work design strategies.

By understanding the critical elements of workforce planning, such as scenario planning and modelling, and the nuances of managing industrial relations, learners will be able to craft HR solutions that drive

workforce effectiveness, aligning HR practices with strategic business goals and fostering a resilient, adaptable organisational culture.

The curriculum covers key Capability area of the AHRCF, and includes:

- Analysing and forecasting workforce trends
- Navigating complex employment laws and industrial relations
- Implementing effective organisational and work design strategies

The assessment consists of:

- Part A – Time 30-minute multiple choice quiz on Industrial Relations
- Part B – Written response designed around Workforce planning strategies and developing solutions for organisational and work design challenges

Workforce Effectiveness is designed to support HR practitioners in developing considered strategies through comprehensive evidence-based approaches, to ultimately enhance efficiency and effectiveness through the workforce.



Talent Management & Trusted Partnership

This AHRCF Micro-Credential provides HR professionals with a deep understanding of managing an organisation's most valuable asset – its people. The is AHRCF Micro-Credential covers the entire talent management lifecycle, from talent acquisition and capability development to performance management, succession planning, and creating robust engagement and retention strategies.

Learners will explore how to align talent acquisition strategies with organisational goals, develop and enhance workforce capabilities, and implement performance management systems that encourage continuous growth and align with company objectives.

The curriculum covers the two Capability areas of the AHRCF, and includes:

- Effective reward and recognition frameworks
- Succession planning strategy
- Preparing the organisation for future challenges
- Coaching and empowering techniques

The assessment consists of:

- Part A – Written response designed around a hypothetical scenario to develop an attraction, retention and engagement strategy proposal to an Executive team
- Part B – 4-6 minute video presentation of pre-recorded proposal pitch for Executive team

This AHRCF Micro-Credential aims to provide HR professionals with the skills and insights needed to foster a culture of excellence, adaptability, and sustained performance within their organisations.

Micro-credential Delivery Modes

Facilitator-led Workshops

- Get access to online learning material 5 days prior to your workshop to help you prepare
- Two-day facilitator-led virtual workshop delivered live online via Microsoft Teams by experienced AHRI CPHR facilitators. *The intensive virtual workshops are on the first two days of the course.*
- Workshop learning is focused on practical, applied learning. Engage in peer-to-peer discussions, deep dive into key topics and collaborate with fellow participants to navigate current HR challenges.
- Assessments can be accessed anytime, and participants are provided with four weeks to submit the required assessments.

Self-paced Distance Study

- Self-paced digital learning experience is designed with practicality and flexibility in mind, allowing participants to undertake their learning experience flexibly over a six-week period.
- A range of core and supplementary resources are provided and participants can engage with content based on their existing knowledge and confidence - access everything or focus on the areas required.
- Also suited for individuals that may require less support and already have an elevated level of expertise in that capability.
- Applied knowledge checks and reflection activities are embedded throughout the credential learning content to address varying levels of participant experience and support capability uplift.
- Assessments can be accessed from course start date and must be submitted within six weeks from credential commencement.

Assessment Approach

Due Dates

Both Facilitator-led Workshop and Self-paced Distance delivery complete the same assessments over the course of the Micro-credential. Assessments are available from the day the course commences.

Both Assessments must be uploaded before the conclusion of the course, that is:

- Within **four weeks** for Facilitator-led Workshop study mode
- Within **six weeks** for Self-paced Distance study mode

Assessments can be viewed under the 'Assignment' module and due dates are published on the learning platform, Canvas. Participants are responsible for noting the set deadlines. A cumulative passing grade is required to successfully complete the Micro-credential and be eligible to obtain a Credly Digital badge.

HD	*High Distinction*	*80-100%*
D	*Distinction*	*70-79%*
C	*Credit*	*60-69%*
P	*Pass*	*50-59%*
NP	*No Pass*	*0-49%*

Note: Students are granted one attempt per assessment, and should the final overall result be deemed 'No Pass', students will be required to re-enrol in the Micro-Credential.

Extension Requests - Special consideration only

We understand that things happen which may be out of a participant's control. In those cases, individuals can apply for an extension under 'Special Consideration' guidelines. Special Consideration is intended to provide equitable academic treatment for individuals whose performance in an assessment task has been adversely affected by special circumstances beyond their control.

Requests for an extension are considered on a case-by-case basis, and applications must be made prior to an assessment due date. Potential circumstances under which special consideration may be granted by AHRI:

- Short term illness (a medical certificate may be required to support your request for special consideration)
- Serious illness or psychological condition
- Hardship or trauma
- Loss or bereavement
- Extenuating and/or unforeseen workplace circumstances

Circumstances under which special consideration will not be granted:

- Minor ailments or illness where you are still capable of completing the assessment task
- Balancing workload or work commitments
- Personal events such as business/personal travel plans, weddings or birthdays
- Events which occurred a reasonable length of time in the past
- Inability to access online student portal
- Misreading assessment task requirements and/or due date.

Due to the short duration of the Micro-Credentials, the maximum extension provided is two weeks.

Late Submissions

Failure to request an extension and/or a subsequent late receipt of the assessment **within two weeks of the due date** will result in grade reductions.

Receipt of the assessment submission **more than two weeks after** the due date (without an approved extension) will result in the assessment being returned unmarked and a No Pass grade being recorded.

Learning and Support Services

Access and equity

AHRI encourages people from all backgrounds, abilities and needs to participate in its training and education programs. AHRI is committed to providing training and assessment services that are responsive to the diverse needs of individuals and ensuring access and equal opportunity to all students to develop their skills and achieve their developmental outcomes. AHRI's policies and procedures ensure student learning support and alternative assessment arrangements are made available where necessary.

Learning and assessment support

AHRI is committed to ensuring all participants receive the learning support they need to successfully complete their studies. Participants seeking to access any support services, such as reasonable adjustment, should contact the AHRI Student Support team as soon as possible and prior to commencing their Micro-Credential.

An application for *reasonable adjustment* or additional learning support will be considered where participants experience learning difficulties, employment issues, any other issues impacting on their ability to achieve their learning and assessment outcomes.

AHRI seeks feedback to continuously improve its educational programs by ensuring participants are well-informed on accessing services, are provided with clear study expectations and understand the assessment requirements for successful learning and assessment, while also systematically collecting, analysing, and utilising feedback to enhance future program development.

A range of learning resources and services are provided to all distance and virtual workshop students:

Academic Support: Throughout the course, participants have access to an Academic Coordinator (AC) who can provide them with learning and assessment support and guidance. The AC is contactable via Canvas email throughout the Micro-Credential duration. Their role is focused on guiding you with course related learning and assessment questions.

Online Materials: Comprehensive online modules and contemporary materials are provided to support participants through their Micro-credential. Guidance on assessment requirements is provided; however, participants are expected to undertake their own externally validated research to substantiate their assessments.

Online discussion boards: The online platform, Canvas, provides participants with the opportunity to connect and interact with others in the Micro-Credential for course-related discussions and learning. *Participant discussion boards are not moderated by AHRI.*

AHRI Support: The AHRI HR Standards and Capability Delivery team is available via phone on 1300 811 880 or direct email at studentsupport@ahri.com.au. Our team can assist students with any administrative course queries, requests and troubleshooting matters. Our response time via email may be up to 48 hours.

Certification Assessment



Showcasing Leadership Expertise

Participants who have successfully completed all five micro-credentials or who meet the direct entry eligibility can enrol in Certification Assessment, where they will be benchmarked against the AHRCF at the Emerging Leader level.

Certification Assessment provides strategic HR leaders and emerging leaders alike with a platform to demonstrate their extensive skills and expertise in people leadership and strategic HR. The Certification Assessment recognises the unique and diverse career trajectories of senior HR professionals, allowing them to showcase their capabilities honed over years of practice.

The Certification Assessment ensures that leaders are rigorously benchmarked against a certified level of the capability framework. This phased assessment approach requires multiple forms of evidence, enabling leaders to validate their skills through real world achievements, tests and scenario-based responses. By adopting this flexible and practical approach, senior leaders can confidently validate their expertise while contributing to the future of HR strategic leadership at the highest levels.

Eligibility for Direct Entry to Certification Assessment

To qualify for the direct Certification Assessment, HR practitioners must meet the following criteria:

- Professional MAHRI membership level or higher
- HR leader with more than 5 years' experience in a designing and leading strategic HR initiatives
- Completion of a formal qualification (AQF7 degree or postgraduate diploma)

Assessment Approach

Certification Assessment Registration and Completion Timelines

Eligible participants can register for the Certification Assessment at any time. This program is available 'on-demand' and once registered, participants will receive access to the assessment platform within 72 hours.

Certification outcomes, certificates and verified Credly badges are issued within 10 business days of NCC meeting upon successful endorsement from the NCC.
The expected timeframe for completion is a maximum of nine weeks, although Certification Assessment can be completed in a shorter timeframe as the assessment format is on-demand. The expected study load can be anywhere between 8-20 hours with participants being awarded 10 CPD points upon completion.

If an individual does not pass their Certification Assessment and is not endorsed by the NCC, they will be provided with thorough and constructive feedback on professional development suggestions to support their capability uplift to the level required. Individuals can register to undertake the Certification Assessment once they are ready, with a minimum of six months in between re-registrations.

Knowledge Application

To succeed in this pathway, participants will need to demonstrate they can:

- Perform critical analysis on a range of organisational issues
- Reflect on, and synthesise, complex organisational information, problems and concepts
- Adopt an evidence-based approach to the task response, drawing on a variety of sources, such as peer reviewed articles, academic literature, textbooks, online publications, and contemporary thought leadership and research, to provide logical, evidence-based and pragmatic solutions and/or advice
- Articulate knowledge, skills and ideas as valued insights at a strategic executive level
- Fulfil the knowledge, skill and behaviour requirements of the Australian HR Capability Framework at an Emerging Leader level.

Assessment Process

Stage 1: Multiple-Choice Questions (20%)

Complete a 90-minute timed multiple-choice question (MCQ) test across each skill and knowledge area of the Australian HR Capability Framework. Once assigned, participants must commence the MCQ **within four weeks** and it must be done in a single 90-minute sitting.

Stage 2: Hypothetical Scenario or Workplace Project submission (40%)

After completing Stage 1, participants will be provided access to Stage 2 where they will be required demonstrate their capability in addressing a complex business problem and HR situations by submitting a comprehensive response to a hypothetical scenario or own workplace project. Participants are allowed only one selection (**Hypothetical Scenario or Workplace Project),** and the task is identical in both approaches.

A critical skill in HR leadership is the ability to convey robust and complex information clearly and succinctly. As such, participants will have a 500-word limit for each task plus the option to upload supporting appendices and materials. The tasks involve:

1. Explore/Define the problem
2. Design a Solution
3. Implement the Solution

From the date the Stage 2 is assigned, participants will have **three weeks to upload** their response.

Stage 3: Professional Discussion (40%)

Upon completion of Stage 2, participants will be contacted to undergo a 60-minute virtual professional discussion with an assessor to discuss their HR experience, evaluate their responses to stages one and two, as well as their capability and behaviours against the AHRCF. The professional discussion will be conducted virtually online and will be recorded for quality/audit purposes. This discussion will take place before the assessor submits their recommendation to the NCC.

The professional discussion has a flexible schedule, and our assessors are experienced professionals with a minimum CPHR/FCPHR.

Stage 4: National Certification Council Endorsement

Upon completion of a Certification Pathway, the assessor's recommendation will be reviewed for endorsement by the NCC. The NCC meets quarterly, officially endorsing successful submissions that meet Australian HR Capability Framework Emerging Leader standards. Successful participants will receive formal notification from the NCC Chair, granting them the right to use the CPHR post-nominal. Additionally, members will receive a verified CPHR digital badge from AHRI, issued by Credly, providing official recognition of your Certification achievement.

Unsuccessful candidates will be advised accordingly.

Participants undertaking the Certification Assessment will not receive individual points/grades outcomes. Instead, all assessment components will be reviewed collectively, and participants will receive a final academic grade based on their overall performance across the three assessment tasks.

Changes to Registrations

Transfer/ Deferral Requests

Micro-Credential Program: A transfer or deferral may be granted where the request has been made prior to the registration close date (as advertised on the AHRI website). A transfer or deferral can be made to an alternative date, delivery mode or Micro-Credential.

Certification Assessment: Where the participant has already paid their fees and is unable to meet the Certification Assessment timeframe, participants can apply for an extension under 'Special Consideration' guidelines. Special Consideration is intended to provide equitable academic treatment for students whose performance in an assessment task has been adversely affected by special circumstances *beyond their control*.

Requests for extension are considered on a case-by-case basis and applications must be prior to a due date to studentssupport@ahri.com.au

Withdrawal Requests

Micro-Credential Program: A withdrawal is the formal and permanent withdrawal from the Micro-Credential event by the participant. Participants wishing to withdraw before the registration close date, are eligible for a full refund of their paid fees.

Transfer, deferral and withdrawal requests made between the *registration close* date and *course confirmation* **will incur a 25% fee.** Participants can nominate a substitute to attend on their behalf (the substitute must also be an AHRI MAHRI member). AHRI must be advised before course commencement date.

After official course commencement date, deferrals, transfers and withdrawals are non-refundable. Other considerations may apply through a formal special considerations approval process.

Certification Assessment: Participants wishing to withdraw *before* their assessment is issued, are eligible for a full refund of their paid monies. Withdrawals requested after Certification Assessment has commenced will not be refunded.

No fees will be refunded once Certification Assessment has been assigned/commenced.

Cancellation by AHRI

Micro-Credential: A workshop delivery **cancellation** may be actioned by AHRI if/when a workshop has not met minimum numbers for participation or as a result of unforeseen circumstances. Participants will be advised at the time registration closes and are offered:

- A transfer to the next workshop date
- A transfer to an alternative delivery mode or Micro-Credential,
- Or a full refund of their fees.

Certification Assessment: In the event a participant has registered and is found to be ineligible for Certification Assessment, AHRI may cancel that registration and fees may apply.

Terms & Conditions

Eligibility Declaration

By registering and purchasing this Micro-Credential you confirm that you meet the relevant pathway eligibility criteria.

Micro-Credentials: Terms & Conditions

- Registrations will open 90 days before course commencement.
- Micro-Credential registrations are available to AHRI members only – MAHRI level or higher.
- By registering for a Micro-Credential, participants verify and declare they meet the eligibility criteria entry requirements.
- Registrations for each Micro-Credential close seven days prior to course commencement date.
- Withdrawals are refundable minus administration fees, and transfers are accepted prior registration close date.
- Request for withdrawals / transfers made after registrations close date will incur a 25% fee.
- Request for withdrawals / transfers after course commencement date are not accepted and non-refundable.
- Substitutions are accepted in alignment with program T&C, AHRI membership and AHRI must be notified prior to course commencement.
- The program fees published are subject to change.
- AHRI membership is non-refundable.

Certification Assessment: Terms and Conditions

- Certification Assessment registrations are available to MAHRI members or higher only who can confirm they meet the eligibility criteria.
- Registrations are open year-round (opening and closing monthly).
- Withdrawals are refundable, minus administration fees, within 48 hours if assessment has not been assigned.
- The program fees published are subject to change and are inclusive of GST.
- AHRI membership is non-refundable.