

HKIHRM Programme Endorsement Criteria

1. Programme Offering Institution / Programme Status

For **full endorsement**, the HR qualification should be a formal degree at bachelor's level or above (at QF Level 5[#] or above) from a recognized institution* and meets our programme content requirements stipulated in Item 2 of these Criteria.

For **partial endorsement**, the HR qualification should be at least an associate degree or equivalent (at QF Level 4[#] or above) and from a recognized institution* and meets our programme content requirements stipulated in Item 2 of these Criteria.

[#] QF level refers to the level of the qualification as recognized under the Qualifications Framework set up by the Government of the Hong Kong Special Administrative Region.

* A recognized institution is:

- A degree-awarding higher education institution in Hong Kong; or
- Accredited by Hong Kong Council for the Accreditation of Academic and Vocational Qualifications.

Remarks

- Institutions and programmes which are not classified under the above will be considered on the merit of each case.
- HKIHRM would provide seasoned HR professional to provide professional advice for course development, in forms of programme committee advisor, guest lecturers or others for a certain of period.
- Other considerations besides institutions or programmes include but not limited to: course administration process and profile of instructors / lecturers.

2. Programme Content

The HR qualification must have at least **120 learning hours (for full endorsement) / 80 learning hours (for partial endorsement)** from the following HR topics:

- Reward Management
- Employee Engagement
- Employment Law
- Sourcing & Staffing
- Learning & Development
- Business Knowledge for HR

2.1 Learning Hours

- The time spent on face-to-face lectures / tutorials or equivalent can count towards learning hours.
- For learning hours that are not lectures or tutorials, the institution should provide documents for justification (e.g. submission to and approval from related government / accreditation bodies such as UGC, HKCAAVQ, and EDB) as to how the learning hours can be quantified.
- Please provide learning hour details of different subjects in application form.

2.2 Curriculum

- The HR and Business topics must cover the HR Body of Knowledge which represents the actual HR knowledge that a HKIHRM Member should have.
- The programme must include assessment on 1) HR topics, 2) Business Knowledge for HR. Assessment must effectively assess whether the students possess the required Body of Knowledge.

2.3 HKIHRM does **not** consider entry requirements of the programmes as a programme endorsement requirement.